

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Allan Jamir, Vice Chair
Jamie Blom, Thomas De Wane
Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, April 23, 2015

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 15, 2015 Special Meeting.

Comments from the Public

1. Review Minutes of: *None.*

Communications:

2. Communication from Supervisor Hoyer re: All new Supervisors automatically be assigned a county e-mail address to serve as a contact point for constituents as well as all contact from the County offices and business; *referred from March, 2015 County Board.*
3. Communication from Supervisor Schadewald re: Request that the Administration Committee revisit Chairman Moynihan's proposal for computer equipment for Supervisors; *referred from March, 2015 County Board.*
4. Communication from Supervisor Zima re: The Administration Committee review Brown County's Flexible Benefit Program; *referred from March, 2015 County Board.*
5. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the County employee turnover rate is by department and the corresponding reason for turnover; *referred from April, 2015 County Board.*
6. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April, 2015 County Board.*

Corporation Counsel:

7. Monthly Report, February, 2015.
8. Monthly Report, March, 2015.

County Clerk:

9. Budget Status Financial Report, December, 2014 (unaudited).
10. Budget Status Financial Report, January, February and March, 2015.

Treasurer

11. Budget Status Financial Report, December, 2014 (Final).
12. Treasurer's Report.
 - a. Status of Tax Collection partnership(s).
 - b. Update re: Sale of tax deeded lands by BC Code Chapter 3, Section 3.06 & Wis. Stat. 75.
 - c. Setting a date for presentation by winner of RFP Project #1873 – Financial Advisory Services.
 - d. Discussion and possible action re: Class 3 notices and Brown County Treasurer's Office Budget line items – 5310 & -5810.

Child Support:

13. Budget Status Financial Report, December, 2014 (unaudited).
14. Budget Status Financial Report, February, 2015.
15. Departmental Openings Summary, March and April, 2015.
16. Agency Director Summary, March, 2015.
17. Agency Director Summary, April, 2015.

Technology Services:

18. Budget Status Financial Report, February, 2015.
19. Technology Services Monthly Report, March, 2015.
20. Technology Services Monthly Report, April, 2015.

Human Resources

21. Resolution re: Brown County Classification Salary Range; *referred from April, County Board.*
22. Resolution re: Change in Table of Organization for the Administration Department Senior Buyer.
23. Budget Status Financial Report, December, 2014 (unaudited).
24. Budget Status Financial Report, February, 2015.
25. Activity Report for February and March, 2015.
26. Departmental Opening Summary, March and April, 2015.
27. Director's Report, March, 2015
28. Director's Report, April, 2015.

Department of Administration:

29. Resolution re: Requesting Approval for Brown County to Accept Donations Relating to the "Discover Brown County: Summer Passport 2015" Program.
30. Budget Status Financial Report, January and February, 2015.
31. 2015 Budget Adjustment Log.
32. Departmental Opening Summary, March and April, 2015.
33. Director's Report, March, 2015.
34. Director's Report, April, 2015.

Other

35. Audit of bills.
36. Such other matters as authorized by law.
37. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County SPECIAL Administration Committee** was held on Thursday, April 15, 2015 in Room 210, City Hall, 100 N. Jefferson St, Green Bay, Wisconsin.

Present: Chairman Steven Fewell, Supervisor Allan Jamir, Supervisor Thomas DeWane

Excused: Supervisor Richard Schadewald

Also Present:

**Chad Weininger (Director of Administration)
Warren Kraft (Human Resources Director)
Paul Fontecchio (Public Works - Engineering)
Sandy Juno (County Clerk)**

**Paul Zeller (County Treasurer)
August Neverman (Chief Information Officer)
Troy Streckenbach (County Executive)
Other Interested Parties**

i. Call to Order.

The meeting was called to order by Chairman Fewell at 6:01pm

ii. Approve/Modify Agenda

Motion made by Supervisor DeWane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

iii. Approve/Modify Minutes of February 26, 2015.

Motion made by Supervisor Jamir, seconded by Supervisor to DeWane. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

Technology Services:

1. Approval of BCCAN Fiber Build Project Bid Results for Ashwaubenon and Green Bay School District.

August Neverman reported. He is looking for approval of the two projects for Ashwaubenon and Green Bay School District schools for internet access.

Supervisor Fewell asked if the bids received were good bids. Neverman said that he believed so adding that they had estimated the cost to be between \$90,000 and \$100,000. The low bid received was for \$84,000.

Supervisor Fewell had concerns as the low bid was significantly lower than the other bids. Neverman said that part of the reason is simply business demand. If a business is already booked, they have to charge a premium.

Motion made by Supervisor DeWane , seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk:

2. Resolution Re: Reclassification of the Account Clerk 1 Position in the County Clerk Table of Organization.

Sandy Juno presented. Discussed Susan Laabs retirement, and the reorganization to have the new person titled in the capacity in which they serve.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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Department of Administration:

3. Resolution Re: 2014 Balanced Budget Adjustment.

Chad Weininger presented.

Supervisor Fewell asked about the Clerk of Courts budget. Weininger said that nothing should surprise the committee. The community programs came in over budget, and the state changed the funding formula. There were additional funds needed for child protection.

Weininger said that the state was looking into changing the fee structure so that the county could retain a larger portion of the fee. They are also looking at changing the GAL fees. Weininger added that should the state move forward, the Clerk of Courts office could see some relief.

Motion made by Supervisor Jamir, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Resolution re: Initial Resolutions Authorizing the Issuance of Not to Exceed \$7,575,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in One or More Series at One or More Times.

Weininger said that this is in regards to the capital improvements fund. He told the committee that the funds would be split between highway and the emergency communication center.

Supervisor Jamir asked if the 911 emergency center system was to be bonded over 20 years. Weininger said it would appear that that is the case. Supervisor Jamir asked if that was wise due to technology changing so quickly. He doesn't want to be caught in a situation where the county ends up paying for a system they may have had to replace or upgrade 10+ years from now. Weininger suggested that the issue be brought up at the county board when bonding counsel will be present. Supervisor Jamir asked how long the county was expecting the 911 tech to last. August Neverman said that from hardware they are looking at a 7-year window, but software should last 12-15 years.

Supervisor Jamir emphasized that he wants to know the options are for bonding. Weininger suggested that he make an amendment on the floor during county board after they are able to discuss the issue more in depth with the bond counsel.

Motion made by Supervisor Jamir, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Request re: Asset Maintenance Funds In The Amount of \$36,000.

Weininger said this is notification of the money being used to do the Sophie Beaumont parking lot. The money will be replenished by public works department.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

6. Such other matters as authorized by law.

7. Adjourn.

Motion made by Supervisor DeWane, seconded by Supervisor Jamir to adjourn at 6:15pm Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Brian B. Lueth
Recording Secretary

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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3/18/15

Agenda No. : _____

Motion from the Floor

I make the following motion: all new supervisors be automatically
a county email address to serve as a contact point
for constituents as well as all contact from the county
offices and business

Signed: _____

District No.: 4

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

March 18, 2015

To: County Bd. Administration ~~Cmte.~~
From: Dist 24 Supervisor Schadewald

This is my request for the
Administration Committee to revisit
Chairman Moynihan's proposal for
computer equipment for Supervisors.



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3-18-15

Agenda No. : Late Communications

Motion from the Floor

I make the following motion: That the Administration
Committee review Brown County's Flexible Benefit
Program

Signed: [Signature]

District No.: 8

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: April 15, 2015
Agenda No. : Communication

ALL
STANDING
Committee

Motion from the Floor

I make the following motion:

I am requesting that
Human Resource Dept provide each standing
committee statistical information as to what the
County employee turnover rate is by department
and the corresponding reasons for turnover

Signed: [Signature]

District No.: 8

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 4/15/15

Agenda No. : _____

Motion from the Floor

- As part of the Class & Compensation ~~Review~~ ^{each} Committee ~~will~~ hold a discussion on the philosophy of how this compensation ~~will~~ ^{plan would} be implemented, ~~specifically~~ including:
- What will we do to address those salaries below the 1st quintile?
 - What will we do to " " " above 5th quintile?
 - What is our end goal for all positions? (for example 100% of market? 2% below or above market?)
 - At what level will we bring new employees in?
 - How will employees move within a salary range?
- Signed: Janis Robinson
District No.: 19

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

CORPORATION COUNSEL OFFICE
MONTHLY REPORT FEBRUARY 2015

CORPORATION COUNSEL:

ADMINISTRATION: Discussion with Chad Weininger regarding an issue that arose in the public works department as to policies being followed.

AIRPORT: Research issue for airport as to participating in a Cluster Study. Discussion with Tom Miller, Airport Director, regarding the Aerospace Cluster Study being done by the Federal Government. Discussion with Tom Miller as to procedure for placement of Resolutions on the Agenda.

CIRCUIT COURTS: Review and execute Guardian Ad Litem service contracts for the Circuit Courts.

CLAIMS: Discussion with District Attorney, Dave Lasee, regarding a claim being filed and request for documents by a member of the public.

CONTRACTS: Review and edit the Memorandum of Understanding between Lakeland Care District and Brown County Human Services regarding Family Care Program. Review and edit the Memorandum of Understanding between Care Wisconsin and Brown County Human Services regarding Family Care Program. Review and edit the addendum to the standard professional services contract with Apra Care Consulting for Community Treatment Center. Review changes made to the software contract for Technical Services with CDW Government LLC and review and edit CDW's new Exhibit A in its entirety. Review and edit the Investment Advisory Services Contract between the County Treasurer and PFM Asset Management LLC. Review the changes made by Motorola regarding the software contract with Public Safety. Review and comment on changes to the PolyStat agreement and the additions with the County's Standard Service Contract language. Review the Statement of Work between Brown County CDW Government LLC for small installation projects and scheduled maintenance. Review and sign off on the Motorola recurring services radio interoperability agreement along with the NICE maintenance agreement. Review the insurance requirements for the Friends Agreement of the Reforestation Camp Trails and comment on the insurance requirements and what the County should be requiring. Review and edit the Memorandum between Brown County Parks Department and the Duck Club for use of the facilities at Barkhausen Waterfowl Preserve and Pamperin Park. Review and edit the Memorandum of Understanding between the Brown County Parks Department and the Brown County Conservation Alliance for the use of the Barkhausen Waterfowl Preserve. Review and edit the Agreement with the Wayside Morrison Lions Group with Brown County Parks for fundraising for the Way-Morr Park Project to build the bridge in compliance with the Americans with Disability Act. Review and edit the Agreement between Brown County Parks Department and the Friends of the Reforestation Camp Trails.

CORPORATION COUNSEL: Week off for vacation. Review and approve the migratory bird resolution. Review and correct the Causeway Removal Resolution to Renard Island. Review the Budget Adjustment Resolution for County Board. Review the Worker's Compensation Resolution for committee and County Board. Review seminar requests of the staff attorneys for approval to attend Hipaa trainin, Children in need of Protection and Termination of Parental Rights. Attend in house training on Performance Evaluations presented by Wisconsin County Mutual Insurance Corporation. Discussion with Attorney Lindner regarding subrogation claims.

COUNTY BOARD: Respond to a parliamentary procedure question which arose prior to the County Board meeting. Prepare for the County Board Meeting and attend said meeting. Discussion regarding the closed session agenda items and procedures for the meeting. Review information on incompatibility of officers and conflict of interest issues as it relates to the position of County Board Supervisor and providing services to a company contracting through the County and render an opinion as to my findings. Respond to a question relating to attendance by supervisors at other Committee and Board Meetings and the notice requirements when there is a quorum present of another committee. Review and edit the resolution regarding the change in Table of Organization for U.W. Extension Agriculture Student Assistant.

COUNTY EXECUTIVE: Monday morning meetings with County Executive on personnel issues and other pending matters. Discussion with County Executive's Assistant as to the process for encouraging residents to make use of the Government programs and get active in the community. Review information on a citizen participation in programs in the community and research the elements of said program for comment on the legality of said program as contests, sweepstakes and lotteries. Discussion with Ali Kettner regarding the need for a letter to grant PMI the ability to apply for a grant from the Stadium District to be used for a state-of-the-art scoreboard. Review the lease agreement between PMI and the County as well as the criteria for receiving a grant from the Stadium District.

EMPLOYMENT: Discussion regarding employee issues and pending grievances. Discussion with Human Resources regarding the Laura LaLuzerne claim against the County for discrimination and interfering with her rights under the Family Medical Leave Act.

EXECUTIVE COMMITTEE: Draft closed session language for Committee to give an update and request direction from the Committee on the Non-Supervisory Deputy Sheriff's Labor Agreement.

FINANCE: Discussion with Carolyn Maricque, Brown County Finance Director, regarding the structure of the Brown County Veterans Complex as to the lease and ownership.

HEALTH DEPARTMENT: Discussion with Audrey Murphy, Chair of Health Board, regarding the Shirley Wind Turbine issue. Draft the closed session language for the Board of Health's agenda regarding the Shirley Wind Turbines and the strategy to take on the issue. Lengthy discussion with Chua Xiong, Health Department Director, regarding

the Shirley Wind Turbine issue and the upcoming Board of Health meeting in closed session.

HUMAN RESOURCES: Discussion with Todd VandenHeuvel regarding the new Human Resource Director and having a meeting to discuss the labor negotiations. Discussion with Todd VanDenHeuvel regarding a grievance filed by a Sheriff Deputy requesting Short Term Disability and the validity of the case and any option of settlement. Discussion with Human Resource Director, Warren Kraft, as to subrogation claims as handled by Corporation Counsel.

HUMAN SERVICES: Discussion with Rebecca Lindner regarding the Family Care Program contracts with Human Services.

INTERNAL AUDITOR: Review the Brown County Golf Course Contractual Requirements Audit and comment to Internal Auditor.

LABOR: Summarize the Labor negotiations to-date and the County's position on the Deputy Sheriff's Non-supervisory contract for the new Human Resource Director. Brief the new Human Resource Director on the upcoming mediation regarding the Deputy Sheriff's Non-supervisory contract. Discussion with Finance Department regarding contract interpretation involving benefit payouts on the Deputy Sheriff's Non-Supervisory Contract. Research the law on Compensation time for discussion with the new Human Resource Director as it relates to the request of the Deputy Sheriff's Non-Supervisory contract and language change they requested. Attend Labor mediation with the Deputy Sheriff's Non-supervisory staff for contract issues in dispute. Discussion with Attorney Jon Cermele as to the scheduling of the next meeting and the presentation of the first set of final proposals to the Mediator. Review the Tentative Agreements sent by Attorney Cermele and make comments to Human Resources Director, Warren Kraft, and Chief Deputy Todd Delain requesting their input on my observations.

LIBRARY: Discussion as to the authority of the Library Board to draft By-laws and the extent of their authority and independence.

OPEN RECORDS: Review open records request on documents regarding Sanimax and discussion with the Health Department on procedures under the Open Records Laws and what can be charged when providing open records. Review open records request from TriTech for documents regarding the RFP's bids and vendor proposals on the Public Safety Communications Project #1885. Review and redact the 1032 pages on the open records request of Construction Business Group regarding the use of inmates working on the demolition/deconstruction of the Brown County Mental Health Center, and request further documents from Public Works. Draft letter to the Construction Business Group for payment of said 1032 copies and shipping of said documents. Research open records law exemptions for the Health Department regarding the release of complaints and discussion with Rob Gollman, Environmental and Laboratory Division Manager, on open records request the department received. Complete and draft letter on the open records request of the Construction Business Group requesting information on the inmates working on the demolition/deconstruction of the Brown County Mental Health Center.

PARKS: Review the sign information desired to be placed on the Fox River Trail for winter use. Review the information from the Deputy Corporation Counsel on the citation process for the Park's Department. Review documents sent by Attorney Frank Kowalkowski to Hobart regarding land allotted to various parties around the Brown County Golf Course property relating to obtaining an easement from the Oneida Tribe.

PLANNING: Review code of ethics and conflict of interest as it relates to County employees serving on Boards within Community and draft said opinion in this regard as it relates to PMI and the request for a grant from the Stadium District for a scoreboard at the Resch. Discussion with Planning Department, Jeff DuMez, Land Information Officer regarding the GeoPRIME software Agreement and the cooperation with Ashwaubenon, City of Green Bay and City of DePere under said agreement. Discussion with Attorney William Vande Castle regarding a possible conflict of interest issue regarding PMI requesting a grant from the Stadium District.

PORT AND RESOURCE RECOVERY: Review correspondence between Fox River Fiber and Dean Haen regarding Alternative Cover on the landfill for the BOW and respond to email correspondence in that regard.

PUBLIC WORKS: Discussion with Paul Fontecchio regarding intergovernmental work and agreements with other Cities, Townships and Villages. Discussion with the City Attorney for city of DePere regarding the County Maintenance Agreements and any room for negotiations.

RISK MANAGEMENT: Discussion with Barb West regarding the Legal Issues in Performance Evaluations/Supervisor Employment Law Legal Update seminar and signing up the new Human Resource Director to attend. Discussion with Barb West on the addendum to the standard professional services contract with Apra Care Consulting for Community Treatment Center. Discussion with Risk Manager regarding the Parks agreements for use of the Barkhausen Waterfowl Preserve.

SHERIFF'S DEPARTMENT: Review the Jail Staffing Resolution and edit to proper format. Review the file and court proceedings on claim filed by Charles McIntosh, inmate at the Brown County jail, to determine the claims being alleged and whether or not the claims qualify for reporting under the discrimination and civil rights laws under the annual equitable sharing agreement report. Review Bill of Sale for the Sheriff's Department to purchase a used vehicle from Aegis Group, Inc.

LITIGATION UPDATE

LISA AND ROBERT BOUGNEIT v. BROWN COUNTY: Review Summons and Complaint in regard to the Bougneit matter involving an automobile accident in which Brown County through its health insurance plan may have subrogation rights to the extent of the medical payments made where Brown County is a necessary party to said action.

BROWN COUNTY HOUSING AUTHORITY v. DOMINIQUE WILSON: Discussion with Attorney William Vande Castle regarding this action whereby it is

claimed that Ms. Wilson violated the terms of her Section 8 housing voucher contract by allowing an unauthorized person to live in her subsidized housing unit. This matter went to trial in Small Claims Court in front of the Court Commissioner in which Ms. Wilson lost. She appealed to the Circuit Court and again lost this matter, which is now up on appeal with the Court of Appeals. Briefs are due to the Court of Appeals for Ms. Wilson in mid-April with a responsive brief due in May.

SMALL CLAIMS: Prepare for the six small claims court matters and attend said hearings. Discussion with support staff on motions to reopen a small claims matter regarding the recoupment of the library materials and costs of said action. Second discussion with support staff on a small claims matter that needs to be reopened as to the procedure to follow.

DEPUTY CORPORATION COUNSEL:

BROWN COUNTY BOARD OF SUPERVISORS: Communication to and from the Brown County Board of Supervisors' Office regarding preparation of the Agenda item pertaining to the Motion at the Public Safety Committee Meeting to move forward with the Resolution to Approve and Authorize the Execution of the Modification to Tower and Ground Lease Agreement presented by the Brown County Public Safety Communication Department; Prepare for attending Meeting of the Brown County Board of Supervisors for purposes of discussing said Resolution in closed session; Attend said meeting on behalf of Brown County Public Safety Communications Department.

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2015): Teleconference with Brown County Treasurer, Paul Zeller, regarding the proper way in which to handle a Brown County inmate subject to foreclosure under the In Rem Foreclosure process governed by Wis. Stat., § 75.521; Interoffice meeting with Assistant Corporation Counsel, Brent Haroldson, to introduce him to the In Rem Foreclosure process under § 75.521 for his future handling of the same; Attention to email from County Treasurer Zeller regarding expiration of the Redemption Period and thirty (30) day Answering Deadline under said In Rem Foreclosure Process; Prepare for the drafting of a Notice of Motion and Motion for Default Judgment, along with the Affidavit of County Treasurer Zeller in support thereof, in response thereto.

COUNTY TREASURER'S OFFICE (Litigation): Prepare for meeting with Brown County Treasurer, Paul Zeller, to discuss the proposed Stipulation submitted by Attorney Eric Erdman, opposing counsel in the pending lawsuit entitled Schmitt v. Schmitt Park Swim Club, Inc., et al. matter; Attend said meeting with County Treasurer Zeller; Review of governing law in preparation of sending a follow up communication to Attorney Erdman in response to his proposed Stipulation; Communication to and from Attorney Erdman regarding the same; Draft and file Scheduling Conference Statement in anticipation of attending the Scheduling Conference set by the Court for early March.

BROWN COUNTY CLERK OF COURTS: Teleconference with Brown County Clerk of Courts, John VanderLeest, to discuss my findings in regards to the enforcement of Brown County Code of Ordinances, Ordinance 3.30, which bans the use of cameras and digital copying in specified areas within the County; Attention to email from Clerk of Courts

VanderLeest with proposed language for posting notification of said Ordinance; Revision to said proposed language in follow up email to Clerk of Courts VanderLeest.

BROWN COUNTY CLERK OF COURTS: Teleconference with Attorney Clevers regarding an issue she was having with the Brown County Clerk of Courts Office when attempting to tax costs in the pending lawsuit entitled Van Dreel v. Pavlovich; Attention to an email from Attorney Clevers in follow-up thereto; Review of the governing statutory procedures for the taxing and docketing of costs by the prevailing party in litigation; Teleconference with Brown County Clerk of Courts, John VanderLeest, regarding the same; Follow-up teleconference with both Clerk of Courts VanderLeest and Deputy Clerk of Courts, Michelle Conard, to discuss a resolution of said issue raised by Attorney Clevers; Follow-up communication to and from Attorney Clevers regarding the same.

BROWN COUNTY CLERK OF COURTS: Attention to email from Brown County Clerk of Courts, John VanderLeest, requesting input on the use of tax return documents to collect upon unpaid Guardian Ad Litem fees; Preliminary follow-up with Clerk of Courts VanderLeest in response thereto.

COUNTY EXECUTIVE'S OFFICE: Communication to and from Brown County Executive, Troy Streckenbach, regarding a request from PMI to authorize its ability to apply for a certain grant relating to the possible purchase of a scoreboard for the Veterans Memorial Complex; Review of the Lease between PMI and Brown County in anticipation of drafting a letter to the Stadium District regarding said grant application; Draft of letter to the Stadium District in regards to the same.

EMPLOYMENT MATTERS: (Land and Water Conservation): Teleconference with Land and Water Conservation Director, Jim Jolly, regarding a former employee's retention of certain property belonging to Brown County.

EMPLOYMENT MATTERS: (Human Services/Human Resources): Attention to email communication from Human Resources Manager, Warren Kraft, regarding the appointment of an Independent Hearing Officer for the grievances pending before Brown County.

INFORMATION SERVICES (Contract Review): Review of and revision to Integrated Imaging Maintenance Agreement; Communication to and from Brown County Risk Manager, Barb West, regarding the same.

LIBRARY (Litigation): Communication to and from Outagamie Corporation Counsel, Joe Guidote, requesting that he accept Service of Brown County's Summons and Complaint to collect against Outagamie County on the outstanding Library Services Invoices owed Brown County under the then-governing law; Draft of Summons and Complaint regarding the same; Filing of said Summons and Complaint; Per Attorney Guidote's response to the aforementioned request, draft of Admission of Service to accompany the Summons and Complaint being sent to Attorney Guidote following said filing of the same; Send documents to Attorney Guidote with a cover letter of explanation; Filing of Admission of Service upon receipt of an executed copy from Attorney Guidote; Communication to and from the Brown County Library Board and Interim Director

regarding the filing of said lawsuit and what to expect as a result thereof. [For the Month of January] Attention to the Answer and Counterclaim against Brown County that was filed by Outagamie County in the pending collection action; Teleconference with Attorney Timothy Nixon regarding said Counterclaim; Email communication to and from various members of the Brown County Library Board regarding said Answer and Counterclaim; Review of Agenda for upcoming Brown County Library Board in anticipation of attending the same to discuss said litigation; Communication to and from Interim Brown County Library Director, Sue Lagerman, Brown County Library Board President, Kathy Pletcher, and Attorney Nixon regarding missing language on said Agenda necessary for the Library Board to discuss the pending litigation in closed session; Email communication to Interim Director Lagerman, Library Board President Pletcher and Attorney Nixon with the necessary language to allow the Library Board to discuss the pending litigation in closed session during its March meeting.

LITIGATION (GetMOR): Communication to the Brown County Board of Supervisor's Office requesting the inclusion of a Closed Session on the upcoming Administration Committee's Meeting Agenda for purposes of discussing the pending GetMOR litigation; Provide said Office with the appropriate Agenda language for purposes of the same; Prepare for upcoming Scheduling Conference set by the Court to calendar certain dates pertinent to the GetMOR litigation; Attend said Scheduling Conference; Assess pros and cons of litigating before a jury, as opposed to a judge, following GetMOR's decision not to exercise its right to a jury during the aforementioned Scheduling Conference; Draft letter to the Court notifying it of the County's decision to also forego said jury trial; Attend Administration Committee Meeting to give an update on the GetMOR litigation in closed session. [For the Month of December]:

Prepare for going into closed session at the December meeting of the Brown County Board of Supervisors to provide an update on the GetMOR litigation; Attend said meeting for purposes of the same. [For the Month of January] Communication to and from Attorney Randall Gast, counsel for GetMOR, regarding extending the deadline for naming additional parties to the pending litigation; Draft of a Proposed Stipulation and letter to the Court as a result of said communications. Research and gather relevant case law on the issue of an insurer's duty to defend and indemnify claims based in equity, specifically, Promissory Estoppel, in anticipation of drafting a letter to Brown County's Insurer, WMMIC, demanding coverage in the pending litigation on behalf of Brown County as a result thereof; Review of the WMMIC policy in place at the time of the events giving rise to said claim for purposes of the same; Communication to and from GetMOR attorney, Randall Gast, regarding the status of said litigation, as well as GetMOR's preliminary settlement proposal.

HUMAN SERVICES/HUMAN RESOURCES (Economic Support): Meeting with Economic Support Director, Jenny Hoffman, to discuss the results of her meeting with the Brown County Sheriff's Office in regards to the proposed Memorandum of Understanding between the Brown County Economic Support Division and the Brown County Sheriff's Office that is mandated by the Fraud Prevention and Investigation Program, administered by the Brown County Economic Support Division, as Lead Member of the areas' Fraud Prevention and Investigation Consortium under Wisconsin Statutes.

HUMAN SERVICES/HUMAN RESOURCES (Economic Support): Attention to voicemail from Economic Support Director, Jenny Hoffman, regarding Brown County Code of Ordinances, Ordinance 30.05, which governs public assistance fraud and Brown County's enforcement thereof; Follow-up meeting with Economic Support Director Hoffman to discuss said Ordinance and its compatibility with the recently executed Memorandum of Understanding between the Brown County Economic Support Division and the Brown County Sheriff's Office.

PLANNING AND LAND SERVICES: Review of continued email communications from an unhappy loan recipient under the Community Development Block Grant ("CDBG") Housing Program; Several communications to and from CDBG Program Administrator, Aaron Schuette, regarding the same; Attention to email communications between Program Administrator Schuette and Congressman Reid Ribble's Office regarding said recipient's recent complaint to Congressman Ribble's Office about the CDBG Housing Program in Brown County; Review of and revision to a follow-up letter from Program Administrator Schuette to said loan recipient regarding Brown County's final inspection of the property at issue, its contractor payout decision and its closing of the project related thereto.

PARKS AND RECREATION: Review of Resolution submitted by Brown County Parks Director, Matt Kriese, regarding International Migratory Bird Day; Email communication to and from Parks Director Kriese as to the approval process related thereto; Communication to and from the Brown County Board of Supervisors' Office to ensure the inclusion of said Resolution within the appropriate Standing Committee Agenda for the month of March.

PORT & RESOURCE RECOVERY: Teleconference with Brown County Port and Resource Recovery Director, Dean Haen, regarding the status of the City of Green Bay's decision pertaining to the Sauk Road Easement request submitted by the Army Corps of Engineers in relation to the closure of Renard Island; Teleconference with Brown County Board Supervisor, Tom Sieber, regarding the same.

PUBLIC SAFETY (Contract Review): Communication to and from Brown County Public Safety Communications Director, Cullen Peltier, and John Lampkin, regarding my attendance at the upcoming Public Safety Committee Meeting to discuss in closed session the proposed early termination proposal of Airadigm Communications from its five (5) year contractual commitment with Brown County to lease certain areas of its Cellular Tower Space; Attend said Public Safety Meeting for purposes of the same; Follow up Communication to Brown County Board Supervisor, Pat Buckley, regarding the results of Brown County's counter settlement proposal; As a result of said Meeting and the subsequent acceptance of Brown County's counter settlement proposal, draft a proposed Modification to Tower and Ground Lease Agreement between Brown County and Airadigm Communications, the Resolution to Approve and Authorize the Execution of the Modification to Tower and Ground Space Lease Agreement and Resolution Submission Form related thereto for review and possible approval at the upcoming Brown County Board of Supervisors Meeting; Communication to and from Public Safety

Director Peltier and Lampkin following my attendance at said Brown County Board Meeting for purposes thereof.

PUBLIC SAFETY: Communication to and from 911 Dispatch Supervisor, Renee Ruitz, regarding the handling of an assignment of lease payments following a property transfer involving land upon which Brown County leases for the placement of its Cellular Tower.

PUBLIC SAFETY: Email communication to and from 911 Dispatch Supervisor, Renee Ruitz, regarding solicitations for the upcoming public safety employee awareness day.

PUBLIC SAFETY: Attention to email from Brown County Safety Communications Director, Cullen Peltier, inquiring into the manner in which he should respond to an Open Records Request/Court Order for the disclosure of certain 911 operators involved in litigation pending between the City of Green Bay and a resident thereof; Teleconference with Green Bay City Attorney, Patrick Leigel, to discuss the events leading up to said Request/Order.

PUBLIC SAFETY (Contract Review): Review of and revision to Brown County Paging Channel Memorandum of Understanding with Outagamie County; Communication to and from Brown County Risk Manager, Barb West, regarding the same.

PUBLIC WORKS/HIGHWAY DEPARTMENT: Attendance at the LEAN Event held at the Brown County Public Works Department in regards to Brown County's condemnation procedure for right-of-way takings related to its various highway improvement projects.

PUBLIC WORKS/HIGHWAY DEPARTMENT: Attention to email communication from Brown County retained appraiser, Mike Oskey, requesting my review of an appraisal of certain property being taken in relation to the Brown County V Highway Project; Attention to the law governing Severance Damages in anticipation of responding thereto; Follow-up teleconference with Mr. Oskey to discuss my thoughts in regards to his proposed appraisal.

UW EXTENSION: Attention to email communication from Brown County Risk Manager, Barb West, regarding the executory authority over an Agreement between Brown County UW Extension Services and the Volunteer Center of Brown County; Review of the Brown County Code of Ordinances and governing Statutory Provisions for purposes of responding to the same; Follow-up communication to and from Risk Manager West in regards thereto.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 4
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 4
- Temporary Guardianship hearings (Ch. 54): 3
- Scheduling Conferences for contested cases (Ch. 54/55): 5
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 12

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 3
- Brown County Settlement Agreements (Ch. 51): 6
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 2

Judicial Hearings / Judge Zakowski and Judge Atkinson:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 5
- Brown County Settlement Agreements (Ch. 51): 8
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 1
- Final Civil Mental Health hearings (Ch. 51): 6
- Civil Mental Health Extension Hearings (Ch. 51): 7
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 13
- Annual Protective Placement Review hearings (Ch. 55): 7
- Guardianship hearings (Ch. 54): 8
- Protective Placement hearings (Ch. 55): 8
- Petition to Terminate Adult Guardianship hearing: 1
- Petition to Amend Temporary Guardianship (Ch. 54): 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
- In person meetings with social workers
- Phone calls with social workers and other employees
- Phone calls with witnesses and public
- Read and respond to e-mails regarding cases, witnesses or other legal analysis
- Adult Protective Services case meetings
- Quarterly Emergency Detention meeting with representatives from local hospitals, police departments, sheriff's office, and Brown County representatives regarding on-going emergency detention procedure in Brown County
- HIPAA research/analysis/procedures: on-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager, review of Business Associate Agreements to be in compliance with current policies, analysis of current breaches and necessity to report
- Meetings with office attorneys about on-going cases
- Meeting and work orders regarding finalization of construction at the Court room at the Community Treatment Center

- Attend morning reports at Community Treatment Center Nicolet Hospital for court updates
- Planning Detoxification meeting with Green Bay Community Police Officers, hospital emergency room staff, and community partnerships at Green Bay Police Department
- Adult Protective Service staffing with caseworkers about investigations
- Review of HIPAA standing release from Director of Human Services with the Office of Veteran Affairs
- Preparation for jury trial in guardianship case including writing opening and closing statements, Motions in Limine, preparing voir dire, and preparing witnesses
- Review of case law and procedures for admissions and hearings at local emergency rooms
- Monitoring and review of litigation between Green Bay and Oneida Tribe regarding land into trust and determination as to Brown County's participation
- On-going response to Oneida's request for land into trust
- Review of subrogation claim for UMR
- Intake for calls on questions regarding three party petitions and discussion with family members about options of how or if to proceed, referrals to appropriate supports for family
- Communications including e-mail and phone calls with Family Services Crisis Center, Brown County Sheriff and City of Green Bay Police about capacity issues at Nicolet Psychiatric Hospital and coordination of admissions to Bellin Psychiatric Center or Winnebago Mental Health center.

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

1:45 Emergency Hearing with Court Commissioner: 14
 Pretrial Conferences: 6
 Plea/Disposition Hearings: 21
 Status Hearings: 3
 Extension/Permanency Plan Review Hearings: 5
 Contested Motion Hearing: 4
 Petitions Filed: 13
 Appointment with Social Worker: 18
 Discovery Requests filed: 10
 Calls from Social Workers: 461
 Calls with the Court: 89
 Calls with outside Attorneys: 51
 Calls with Witnesses: 2
 Case Review

CHIPS (other):

Department Case Consult with Juvenile Justice 1

Trainings:

Medical Abuse and Neglect Training – Abusive Burns Training

CASA/Court

CASA Meeting: 1

Quarterly Judges' Meeting: 1

TERMINATION OF PARENTAL RIGHTS (TPR):

Petitions Prepared 4
Letters to Counsel 5
Calls to/from Human Services 15
Meetings with Social Workers: 22
Email to/from Human Services: 17
Email to/from Clerk of Court: 4
Meet w/ Defense Counsel: 3
Phone calls w/ Defense Counsel/Guardian ad Litem: 7
Emails to/from Defense Counsel/Guardian ad Litem: 8
Hearings on Petition to Terminate Parental Rights: 2
Requests to Review Juvenile File prepared 5
Orders Prepared 3

Guardianship (Ch. 48)

Hearings 8
Court Reports Reviewed 5
Calls to/from Social Workers 7
Call to/from Clerk of Court 3
Call to/from Guardian ad litem 1
Meet w/ Social Workers 4
Emails to/from Brown County Human Services 11
Petitions Prepared 5
Guardianship Orders Prepared 13

Other Tasks:

- *Draft Brief in response to Respondent's Motion to Dismiss Termination of Parental Right Petition
- *Legal Research re: Constitutional Challenges to termination of parental rights
- *Research Hague Convention regarding personal service in a foreign jurisdiction
- *Prepare documents/fill out Hague convention paperwork for personal service in Mexico
- *Prepare requests for admission/interrogatories/requests for production of documents
- *Review old Termination of Parental Rights files/prepare old Termination of Parental Rights files to be placed into storage
- *Prepare for Depositions/attend depositions of Brown County Social Workers
- *Internal Training meeting with Child Protective Services
- *Meeting with Child Protective Service Supervisors

CORPORATION COUNSEL OFFICE

MONTHLY REPORT MARCH 2015

CORPORATION COUNSEL:

ADMINISTRATION: Review the Resolution regarding deficits in various departments requesting budget adjustments. Discussion with Administration department as to procedures when amendments are made to already approved resolutions.

AIRPORT: Discussion with Tom Miller and August Neverman regarding the software contract with Agency VI.

BANKRUPTCY: Review file and locate document for the Chapter 13 Bankruptcy filed by Randy and Leslie Tenor. File Proof of Claim for Brown County for real estate taxes due on the Randy and Leslie Tenor case.

CLAIMS: Review claim of Fox River Fiber alleging a breach of contract by Brown County Resource Recovery Department and requesting damages in the amount of \$15,330.76, at this time. Review the Complaint from Caroline Guzman and the County's Answer to the Complaint prior to filing said Answer.

CONTRACTS: Review and edit the Addendum 1 of Apra Care Consulting Agreement and the Apra Care Consulting Fee Schedule which relate to the Apra Care Contract between Human Services and Brown County. Review and edit the changes to the agreement between Brown County and Green Bay Metro for advertising on the buses for the Neville Museum. Review and edit the second addendum to the standard professional services contract with Apra Care Consulting for Community Treatment Center. Review and edit the AT&T Centrex Telecommunication contract. Review and edit the Green Bay Garden Blitz Agreement between Brown County and UW-Extension. Review the Northeast Wisconsin Veterans Treatment Court agreement for donations and discuss said agreement with Risk Management. Second review of the changes made to the Green Bay Garden Blitz Agreement between Brown County and UW-Extension. Review and edit the AT & T Ethernet documents for Technological Services department. Review and edit the PolicyStat Agreement changes for the Human Services Department. Review and Edit the Jones Sign Agreement between the N.E.W. Zoo and Jones Sign for advertising purposes. Review and edit the ProPhoenix Software Agreement Amendment for the Sheriff's Department. Draft an Intergovernmental Memorandum of Understanding between the government entities interested in sharing costs of an online GIS/mapping service. Review the LexisNexis legal research general contract, Lexis for Microsoft Office and LexisNexis Customer Credentialing document for renewal of legal research for the Corporation Counsel Office. Review and edit the letter for an amendment on the Private Solid Waste Management contract. Review and edit the Agent Video Intelligence Agreement for the Airport including the Support and Maintenance Proposal. Work on clauses for the Memorandum of Understanding for the GIS/mapping intergovernmental agreement with Jeff DuMez, GIS Coordinator/Land Information Officer for Brown

County. Review and edit the Fiber Optic Lease Agreement between Brown County and Ashwaubenon School District. Review and edit the Fiber Optic Lease Agreement between Brown County and Ashwaubenon WiscNet. Review and edit the Neville Museum Lease agreement with the Chamber of Commerce for use of the museum parking lot.

CORPORATION COUNSEL: Discussion with staff attorney as to a circuit court decision in Manitowoc and how that may affect the labor agreements. Set up meeting with the Westlaw representative as to renewal of said legal services contract with the Corporation Counsel Office. Draft several letters regarding said renewal of services to Westlaw and Lexis. Meeting with the Lexis research representative as to the legal research needs of the Corporation Counsel and Child Support departments. Discussion with staff attorney regarding taking on interns in the Corporation Counsel Office.

COUNTY BOARD: Review and comment on the Series 2015 General Obligation Bond Resolution for \$7,575,000. Review Budget Adjustment Resolution and corresponding attachments for County Board. Research property issues and authority of County Board under state statutes to answer questions which arose. Draft a Resolution opposing the Countywide Assessment Initiative contained in the Proposed State Budget. Draft a Resolution opposing Microbeads in Personal Care Products. Prepare for County Board meeting and attend said meeting. Discussion with County Board office regarding meeting notice for the NEW District Board meeting on March 30, 2015. Discussion with County Board office staff as to cancellation of a scheduled meeting for lack of a quorum.

COUNTY CLERK: Review resolution regarding reclassification of the Account Clerk I position in the County Clerk's Table of Organization. Review communications between the County Clerk's Office and the Human Resource Department regarding the Neogov system handling applications for jobs.

COUNTY EXECUTIVE: Monday morning meetings on personnel issues and other pending matters. Review and comment on the disclaimer information from Legal Resources of Brown County as to not being connected to the government entity of Brown County. Meeting with Village of Hobart representatives regarding the easements from the Oneida Tribe out at the Brown County Golf Course. Review and comment on the Memorandum of Understanding and Extension Agreement between Brown County and Richard J. Resch to answer questions that may arise.

EDUCATION AND RECREATION: Draft closed session language for the April Education and Recreation Committee meeting for the 70 acres of land adjacent to the Golf Course.

EMPLOYMENT: Review letter drafted regarding accrual of sick leave and the use of said sick leave prior to age sixty-five for the Deputy Sheriff's Non-supervisory members. Discussion with Risk Management regarding the County's Grievance Ordinance and the interpretation of the requirements under said ordinance.

EXECUTIVE COMMITTEE: Draft the additional agenda language needed for the labor agreements to discuss said agreements with the Executive Committee in closed session.

Prepare for the closed sessions regarding the unions for Executive Committee Meeting and attend said meeting. Amend the Museum Board Ordinance and the Library Board Ordinance to reflect that each Board shall contain a County Board Supervisor on said respective Boards which supervisor shall also serve co-terminus on the Education and Recreation Committee.

HEALTH DEPARTMENT: Read documents which include two articles sent from the Health Department regarding Wind Turbines and the reporting by Professor Terry at the Special Board of Health Meeting. Prepare for the Board Meeting regarding the Shirley Farm Wind Turbines. Attend the Board of Health Meeting and advise the Board in Closed Session. Discussion with Chua Xiong regarding the Board meeting and procedures. Discussion with a friend of Barb VandenBoogart as to the Shirley Wind Turbines and proceeding to litigation on the matter. Discussion as to the process moving forward and the procedures under the state statutes with Chua Xiong after a telephone call with a friend of Barb VandenBoogart regarding the Wind Turbines. Discussion with Board of Health Chair Audrey Murphy regarding the Board meeting. Preparation for the Board Meeting and the update to the Board on the Wind Turbine issues. Attend meeting of Board of Health. Discussion with Chua Xiong regarding the board appointments and procedures. Discussion with Chua Xiong and Rob Gollman of the Health Department regarding coal piles and the issues presented by Supervisor Hoyer, as well as the authority of the EPA and DNR on these matters.

HUMAN RESOURCES: Discussion with Human Resource Director on the County's Grievance Procedure and how to obtain Independent Hearing Officers. Meeting with Deputy Corporation Counsel, Kristen Hooker, and Human Resource Director, Warren Kraft, as to any conflict of interest and due process issues that may arise in the Grievance Procedure and how to correct said problems. Discussion with Human Resources regarding the Neogov system and the presentation of applications as presented by the County Clerk. Meeting with Human Resource Director, Warren Kraft, regarding the handling of Unemployment Hearings for the County. Meeting with Kristen Hooker and Warren Kraft as to the Unemployment Hearings and the most efficient way to handle the matters.

HUMAN SERVICES: Review the resolution regarding change in table of organization for the Human Services Department (Social Services Aide I). Review narrative regarding a client of Human Services and an injury by a worker as to a worker's compensation claim and procedures. Respond to questions from Human Services as to the worker's compensation claim. Discussion with department as to closed session language and the procedure and requirements under the state law. Review the Resolution in support of retaining and expanding Wisconsin's current Long Term Care System of Family Care, IRIS, Partnership, and Aging and Disability Resource Centers.

INFORMATION SERVICES DEPARTMENT: Discussion with the Technology Services department for two days trying to correct popups problem on the computer as a result of the mandated password change. Discussion with Risk Manager, Barb West, regarding a fiber optic agreement with the school districts and how the fiber optic agreement for Ashwaubenon School District relates to the WisNet contract with the Ashwaubenon School District.

LABOR: Discussion with Todd VanDenHuevel regarding a payout of sick leave under the Deputy Sheriff Non-supervisory contract. Review the old contract and the current contract language. Attend meeting to discuss the payout of sick leave under the contracts. Review a labor case from the Court of Appeals out of Manitowoc County determining the rights to bargain for deputy sheriffs. Work on a response to Attorney Cermele as to the tentative agreements for the Deputy Sheriff Non-supervisory contract and send said response. Review the proposal from Attorney Cermele regarding the 2015-2016 Deputy Sheriff's Non-supervisory Labor Agreement. Review and make notes for the Executive Meeting on the Deputy Sheriff's Non-Supervisory contract. Review and comment on the proposed preliminary Final Offer for the Deputy Sheriff's Non-Supervisory contract.

LAND CONSERVATION: Review the resolution regarding change in table of organization for the Land and Water Conservation Department (Agronomist Technician).

MEDICAL EXAMINER: Research and respond to an email regarding the disposition of property of a deceased individual with no heirs and the procedure going forward.

MUSEUM: Discussion with Risk Management regarding the indemnification language entered into the advertising agreement with Green Bay Metro. Discussion regarding the leasing out of the Neville Museum parking lot to the Chamber. Review documents sent from Neville Museum regarding advertising as sponsor for the Downtown Green Bay, Inc. & Olde Main Street, Inc. events, and discuss said documents with Risk Management.

OPEN RECORDS: Discussion with Captain Deneys of the Sheriff's Department regarding an open records request received from the American Civil Liberties Union. Search for records to comply with the American Civil Liberties Union request. Draft a letter response to Mr. Alwin Baeten regarding his open records request whereby he is stating he did not get records, however, the records he claims he didn't receive were never requested, and further directing him to the department that is able to help him understand the records he did receive. Discussion with Nancy Fennema regarding an open records request and the release of information to the Sheriff's Department. Review the draft letter and calculations submitted by the Sheriff's Department in response to the open records request of the American Civil Liberties Union. Discussion with Captain Deneys regarding the American Civil Liberties Union request and when location fees are allowed under the law. Respond to inquiry by the Medical Examiner's Office regarding an open records request for policies and procedures.

PARKS: Discussion with Matt Kriese regarding the park trail and proposal of the State of Wisconsin in purchasing Railroad property between Packerland Drive and Duck Creek. Discussion with Matt Kriese regarding State Trails and getting items placed on the Ed and Rec Committee agenda including discussion of a resolution to go to County Board. Discussion with Matt Kriese as to what his department is looking for regarding the documents sent to me for the purchasing of the Railroad property between Packerland Drive and Duck Creek. Research on abandon properties and lack of deeds to determine title to said parcels. Meeting with Matt Kriese regarding his needs in the Department regarding the documents sent to me for the purchasing of the Railroad property between Packerland Drive and Duck Creek. Discussion with Matt Kriese regarding Recreational Immunity and the maintenance on County Park trails. Research Quiet Title of property

for meeting with Matt Kriese, and meet with him on said issue. Review the Consent to Easement Resolution as required by the Agreement with the State as Trail Manager for the State Trail.

PLANNING: Redraft legal opinion on conflict of interest law and discuss said redraft with Attorney Bill Vande Castle as it relates to the Stadium District Board. Attend a meeting regarding the Brown County Golf Course Property. Review materials dealing with the share GeoPrime Software Agreement. Attend a meeting regarding the GeoPrime Software Agreement with the Planning Department. Meeting with members of the Planning Department to discuss state trails and acquiring said property for said trails.

PORT AND RESOURCE RECOVERY: Review bankruptcy documents sent to Port and Resource Recovery on Ken McCoy (Harley Davidson) who filed a Chapter 13 Plan. McCoy owes money to the County regarding the Transfer Station. Draft letter for Dean Haen verifying change of name for the department for Associated Bank and explaining the duties and functions of the Harbor Commission. Prepare for a meeting with Port & Resource Recovery on the Private Solid Waste Management Contract with Advanced Disposal Services and on the issues arising in the Fox River Fiber Claim. Meeting with Dean Haen regarding the Private Solid Waste Management Contract and the need for an amendment. Discussion with Dean Haen on the Fox River Fiber Notice of Claim and the Press Release whereby the recapitalization of Fox River has been complete and will be combined with Rolland Enterprises Inc. Draft an Addendum No. 2 to the Solid Waste Management Contract with Advanced Disposal Services Solid Waste Midwest, LLC and Brown County Port and Resource Recovery.

PUBLIC WORKS: Review the information on Slide the City event which Green Bay intends to put together this year. Review documents sent from the City of DePere regarding the maintenance agreement with the County, and a request to negotiate the terms of said agreement. Discussion with Paul Fontecchio as to negotiations on the terms of said maintenance agreements with the surrounding cities and villages. Respond to the email from the City of DePere requesting some changes to the maintenance agreement with Brown County.

REGISTER OF DEEDS: Review and edit photo release sent on individuals attending LEAN events and comment on said release. Draft a general photo and audio release for LEAN events.

RISK MANAGEMENT: Discussion with Risk Manager, Barb West, on the Green Bay Garden Blitz agreement as many terms are missing from the agreement which are vital to an agreement. Discussion with Barb West on the request for an agreement between UW-Extension and the Greater Green Bay Community Foundation. Discussion with Risk Manager regarding the revisions to the PolyStat Agreement for Human Services. Discussion with Risk Manager regarding an HIV contract with Health Department.

SHERIFF'S DEPARTMENT: Conference with Captain Deneys regarding an open records request and when location fees are permitted. Discussion with Staff Attorney regarding information on medication distribution to the inmates at the Brown County jail. Draft response to Captain Malcomson regarding charging sales tax on various items dealing

with the inmates at the Brown County jail. Discussion with Captain Deneys regarding the deed and transfer returns on a foreclosure and how the title should be held.

SYBLE HOPP: Review and edit the Hold Harmless Waiver document for Syble Hopp school students.

TREASURER: Review documents sent regarding a County Wide Assessment as proposed in the State Budget. Research and draft memorandum on the ability of the County Treasurer to waive interest and penalties on delinquent property taxes.

LITIGATION UPDATE

BANKRUPTCY: Review the Bankruptcy documents for Chapter 13 Sent on Randy and Leslie Tenor. Track down what claims that Brown County may have against the Tenors. Call Tenors attorney, Lawrence Vesely to discuss this bankruptcy matter. File Proof of Claim on the Bankruptcy case to collect on past due taxes on the Tenor property located in Denmark.

KARI L. WATT v. BROWN COUNTY: Review the Complaint in Federal Court, the Jury Trial Demand and Waiver of Service for this matter. The Federal Complaint indicates that Ms. Watt is claiming ADA Disability discrimination. She was let go after she had exhausted her 180 days of Short Term disability and was unable to continue with her job duties after that time period. She claims to be a qualified individual with a disability and the County's failing to reasonably accommodate her is in violation of the Americans with Disability Act.

SMALL CLAIMS: Prepare for three small claims cases and attend the court hearing to obtain judgments for sanitary violations.

DEPUTY CORPORATION COUNSEL:

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2015): Draft Notice of Motion and Motion for a Default Judgment of Foreclosure, along with the Affidavit of County Treasurer Zeller in support thereof, to be filed with the Brown County Circuit Court following expiration of the Statutory Redemption and Answering Period; Meeting with Brown County Treasurer, Paul Zeller, and Assistant Corporation Counsel, Brent Haroldson, to go over said Pleadings and discuss and issues related thereto; Revisions to the Affidavit of County Treasurer Zeller in follow up to said meeting; Filing of the aforementioned Pleadings with the Circuit Court; Follow up communication to and from the Circuit Court regarding the date for Hearing on the County's Motion for a Default Judgment of Foreclosure; Communication to and from County Treasurer Zeller in regards thereto; Subsequent communication to and from the County Treasurer's Office in anticipation of drafting and serving Subpoenas for appearance at the Hearing on County's Motion for a Default Judgment of Foreclosure.

COUNTY TREASURER'S OFFICE (Litigation): Review of Scheduling Conference Statement sent by opposing counsel in the pending lawsuit entitled, Schmitt v. Schmitt Park Swim Club, Inc., et al, in anticipation of attending the Scheduling Conference related thereto; Attend said Scheduling Conference; Review of tax receipts sent by opposing counsel subsequent to said Scheduling Conference; Forward of tax receipts to Brown County Treasurer, Paul Zeller, for consideration thereof.

COUNTY TREASURER'S OFFICE: Meeting with Brown County Treasurer, Paul Zeller, to discuss possible revisions to the process for selling Tax Deed Property acquired through the In Rem Foreclosure procedure and the Brown County Ordinance/Administrative Policy related thereto; Follow up research in regards to the same.

BROWN COUNTY CLERK OF COURTS: Email communication to and from Brown County Deputy Clerk of Courts, Michele Conard, regarding a Notice of Bankruptcy received by the Clerk of Court's Office and seeking advice on said Bankruptcy's effect on her Office's ability to collect upon a pre-petition traffic citation; Research on the Bankruptcy Code's provisions regarding dischargeable debts and exceptions to the automatic stay; Follow up email communication to and from Deputy Clerk of Courts Conard seeking clarification in light of said research; Finalize research in anticipation of drafting a Memo to Deputy Clerk of Courts Conard in response to her inquiry; Draft said Memo.

BROWN COUNTY CLERK OF COURTS: Research in response to an email from Brown County Clerk of Courts, John VanderLeest, requesting input on the use of tax return documents to collect upon unpaid Guardian Ad Litem fees; Email communication to Clerk of Courts Vander Leest seeking copies of both the current GAL Waiver Form and the newly proposed GAL Waiver Form for purposes of better understanding what was being asked of Corporation Counsel's Office in regards thereto; Review of said Forms upon receipt thereof; Communication to and from Commissioner Phoebe Mix regarding certain language that was added to the newly proposed GAL Forms; Communication with other Corporation Counsel Attorneys in regards to the same; Follow up research on the issue of Wage Assignment as it relates to the collection of GAL Fees, as well as the Due Process rights and enforcement issues that attach thereto; Numerous emails to and from Clerk of Courts Vander Leest in regards to my findings and legal concerns as a result thereof; Attention to email from Clerk of Courts Vander Leest regarding membership in a possible GAL Committee; Email communications to and from various Assistant Corporation Counsel Attorneys in regards to the same; Forward of said information and email communications to Corporation Counsel, Juliana Ruenzel, for further consideration.

BROWN COUNTY CLERK OF COURTS (Open Records Requests): Review of ACLU Open Records Request sent to Brown County Clerk of Courts, John Vander Leest, as well as Clerk of Courts Vander Leests' input in response thereto; Review of documentation sent by Clerk of Courts Vander Leest in response to said Open Records Request; Follow up communication to and from Clerk of Courts Vander Leest inquiring into completeness of said documentation; Review of additional documentation sent by Clerk of Courts Vander Leest in response to said communication; Draft of letter to ACLU enclosing documentation responsive to its Open Records Request; Review of Open Records

Request sent to Clerk of Courts Vander Leest seeking bail records; Email communication to and from Clerk of Courts Vander Leest regarding said Request and seeking the documentation related thereto; Attention to letter sent by Clerk of Courts Vander Leest denying said Request.

EMPLOYMENT MATTERS (Human Services/Human Resources Department): Attention to email communication from Human Resources Manager, Warren Kraft, regarding the appointment of an Independent Hearing Officer ("IHO") for certain Grievances pending before Brown County. Attention to recent communications from Attorney Thomas J. Parins regarding the status of the pending Grievance filed by former Human Services employee, Lynn Milliren; Attention to correspondence from the appointed IHO informing the parties of the Independent Hearing date on Ms. Milliren's Grievance and the deadlines related thereto; Review of the Milliren file in preparation of drafting the County's disclosure of Witnesses and Exhibits to be submitted at the upcoming Hearing; Draft of said disclosure; Communication to the IHO and Attorney Parins in regards thereto; Email communication to the County's proposed witnesses notifying them of the upcoming Independent Hearing and providing further details relating to their participation therein; Attention to voicemail from representative of Grievant, Bonnie Defnet, regarding a possible settlement proposal; Communication to and from Human Services Manager, Warren Kraft, in response thereto.

INTEROFFICE MATTERS: Attend meeting with Westlaw Representative in anticipation of current contract's expiration; Attend meeting with LEXIS Representative to assess what it has to offer in light of the upcoming Westlaw Contract's expiration.

LIBRARY (Litigation): Communication to and from Outagamie Corporation Counsel, Joe Guidote, requesting that he accept Service of Brown County's Summons and Complaint to collect against Outagamie County on the outstanding Library Services Invoices owed Brown County under the then-governing law; Draft of Summons and Complaint regarding the same; Filing of said Summons and Complaint; Per Attorney Guidote's response to the aforementioned request, draft of Admission of Service to accompany the Summons and Complaint being sent to Attorney Guidote following said filing of the same; Send documents to Attorney Guidote with a cover letter of explanation; Filing of Admission of Service upon receipt of an executed copy from Attorney Guidote; Communication to and from the Brown County Library Board and Interim Director regarding the filing of said lawsuit and what to expect as a result thereof. [For the Month of February] Attention to the Answer and Counterclaim against Brown County that was filed by Outagamie County in the pending collection action; Teleconference with Attorney Timothy Nixon regarding said Counterclaim; Email communication to and from various members of the Brown County Library Board regarding said Answer and Counterclaim; Review of Agenda for upcoming Brown County Library Board in anticipation of attending the same to discuss said litigation; Communication to and from Interim Brown County Library Director, Sue Lagerman, Brown County Library Board President, Kathy Pletcher, and Attorney Nixon regarding missing language on said Agenda necessary for the Library Board to discuss the pending litigation in closed session; Email communication to Interim Director Lagerman, Library Board President Pletcher and Attorney Nixon with the necessary language to allow the Library Board to

discuss the pending litigation in closed session during its March meeting. [For the Month of March] Draft Answer to Counterclaim filed by Outagamie County in response to Brown County's Complaint against it for collection of outstanding Library Services Invoices; Communication to and from various members of the Brown County Library Board regarding the same; Review of Agenda in anticipation of upcoming meeting to ensure proper closed session language was included thereon; Communication to and from Interim Director, Sue Lagerman, regarding said Agenda and the process for going into closed session; Review of pleadings in anticipation of attending the Brown County Library Board Meeting; Attend said Meeting to discuss the pending litigation and future strategy.

LIBRARY: Attention to email from Brown County Library Director, Brian Simons, regarding the retroactive billing of Shawano County for library services; Email communication to Library Director Simons in response thereto.

LITIGATION (GetMOR): Communication to the Brown County Board of Supervisor's Office requesting the inclusion of a Closed Session on the upcoming Administration Committee's Meeting Agenda for purposes of discussing the pending GetMOR litigation; Provide said Office with the appropriate Agenda language for purposes of the same; Prepare for upcoming Scheduling Conference set by the Court to calendar certain dates pertinent to the GetMOR litigation; Attend said Scheduling Conference; Assess pros and cons of litigating before a jury, as opposed to a judge, following GetMOR's decision not to exercise its right to a jury during the aforementioned Scheduling Conference; Draft letter to the Court notifying it of the County's decision to also forego said jury trial; Attend Administration Committee Meeting to give an update on the GetMOR litigation in closed session. [For the Month of December]:

Prepare for going into closed session at the December meeting of the Brown County Board of Supervisors to provide an update on the GetMOR litigation; Attend said meeting for purposes of the same. [For the Month of January] Communication to and from Attorney Randall Gast, counsel for GetMOR, regarding extending the deadline for naming additional parties to the pending litigation; Draft of a Proposed Stipulation and letter to the Court as a result of said communications. [For Month of February] Research and gather relevant case law on the issue of an insurer's duty to defend and indemnify claims based in equity, specifically, Promissory Estoppel, in anticipation of drafting a letter to Brown County's Insurer, WMMIC, demanding coverage in the pending litigation on behalf of Brown County as a result thereof; Review of the WMMIC policy in place at the time of the events giving rise to said claim for purposes of the same; Communication to and from GetMOR attorney, Randall Gast, regarding the status of said litigation, as well as GetMOR's preliminary settlement proposal.

HUMAN RESOURCES (Contract Review): Email communication to and from Brown County Risk Manager, Barbara West, regarding the proposed TASC/Gensis Contract for services relating to Brown County's Health Reimbursement Arrangement; Follow up communication to and from Todd VandenHeuval regarding the same.

HUMAN RESOURCES: Attention to information sent from Human Resources regarding an upcoming Unemployment Hearing on the issue of misconduct; Teleconference with Todd VandenHeuvel regarding the events leading up to the termination and subsequent unemployment benefits' denial at issue; Follow up communication to and from Human Resources Manager, Warren Kraft, regarding the handling of the pending, as well as future, Unemployment Hearings; Meeting with Human Resource Manager Kraft to discuss said issue, as well as the most efficient manner in which to handle future Employment Grievances so as to avoid having to hire/retain outside counsel.

PARKS AND RECREATION (Contract Review): Communication to and from Brown County Parks Director, Matt Kriese, regarding a Proposed Prescribed Burn Site Contract; Review of and revision to said Proposed Prescribed Burn Site Contract; Communication to and from Parks Director Kriese regarding a proposed Vendor Contract for the sale of Trail Passes related to Brown County's State Trails; Review of and revision to Vendor Contract.

PORT & RESOURCE RECOVERY (Contract Review): Review of and revision to Household Hazardous Waste Memorandum of Understanding between Brown County and Calumet County; Review of and revision to Household Hazardous Waste Memorandum of Understanding between Brown County and Outagamie County.

PORT & RESOURCE RECOVERY: Multiple Teleconferences to and from Brown County Board Supervisor, Bernie Erickson, to discuss a possible alternative easement for accessing Renard Island that may satisfy the prerequisites for the closing of the Causeway related thereto; Follow up meeting with Supervisor Erickson to discuss the same and go over the documentation related thereto; Research in anticipation of drafting an Easement for Access, a Memorandum of Understanding Related to said Easement for Access and a proposed Resolution for Approval of said Easement for Access/Memorandum of Understanding Related thereto; Drafting of said documents in advance of Supervisor Erickson's meeting in regards to the same; Several teleconferences with Supervisor Erickson following his receipt and review of said documentation.

PUBLIC SAFETY (Contract Review): Following the approval by the Brown County Board of Supervisors to enter into a Modification to Tower and Ground Lease Agreement ("Modification") between Brown County Public Safety Communications Department and Airadigm Communications for purposes of authorizing an early termination thereof, finalize the documentation related thereto in preparation of ratifying the same; Communication to and from John Lampkin and Public Safety Communications Director, Cullen Peltier, regarding said ratification and the subsequent tower decommissioning process; Draft the Memorandum of Lease Modification to be filed with the Register of Deeds for purposes of recording the early leasehold termination agreed pursuant to said Modification; Communication to and from John Lampkin and Public Safety Communications Director Peltier regarding said Memorandum; Several email communication to and from John Lampkin regarding miscellaneous issues following ratification of all documents and the lease termination that resulted therefrom.

PUBLIC SAFETY: In follow up to my communication with 911 Dispatch Supervisor, Renee Ruitz, regarding the possible assignment of leasehold rights following the Lessor's transfer of the property related thereto that Brown County utilizes for the placement of its Cellular Tower as Lessee thereof, research on the law governing the assignment of land leases following a gifting of the property related thereto; In light of said research, drafting of an Assignment of Lease with accompanying Approval of Lessee, Brown County Public Safety Communications Department and Modification to the Lease Agreement related thereto; Communication to and from Dispatch Supervisor Ruitz and John Lampkin regarding the same.

PUBLIC SAFETY: Email communication from Brown County Public Safety Communications Director, Cullen Peltier, seeking guidance following expiration of AT&T's Lease Option under its Contract with Brown County for use of certain of its cellular tower space; Review of said Contract in anticipation of responding to Public Safety Communications Director Peltier; Email communication to Mr. Peltier responding to said issue.

PUBLIC SAFETY: Following previous teleconference with Green Bay City Attorney, Patrick Leigel, to discuss the same, communication to and from Public Safety Communication Director, Cullen Peltier, and Renee Ruitz directing them to release the information requested in an Open Records Request that was the subject of a Motion for Protective Order filed by the City of Green Bay to prevent said disclosure, the Motion of which was ultimately denied; Subsequent teleconference with City Attorney Leigel in regards to the same; Email communication to City Attorney Leigel with information subject to disclosure included therein; Subsequent communications to and from City Attorney Leigel inquiring into the possible serving of Subpoenas on the individuals disclosed during the County's response to the Open Records Request.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 5
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 6
- Temporary Guardianship hearings (Ch. 54): 2
- Scheduling Conferences for contested cases (Ch. 54/55): 7
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 15

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 8
- Brown County Settlement Agreements (Ch. 51): 12
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 2
- Emergency Protective Placement Hearings: (Ch. 54/55): 3
- Return to a More Restrictive Facility Placement Hearing (Ch. 51): 1

-Probable Cause Hearing at St. Vincent Hospital (Ch. 51): 1

Judicial Hearings / Judge Zakowski and Judge Atkinson:

- Status Conferences on Guardianship cases (Ch. 54/55): 3
- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 7
- Brown County Settlement Agreements (Ch. 51): 8
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 1
- Final Civil Mental Health hearings (Ch. 51): 8
- Civil Mental Health Extension Hearings (Ch. 51): 11
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 6
- Probable Cause Hearing at St. Vincent Hospital (Ch. 51): 1
- Annual Protective Placement Review hearings (Ch. 55): 6
- Guardianship hearings (Ch. 54): 7
- Protective Placement hearings (Ch. 55): 5
- Conservatorship Petition (Ch. 55): 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
- In person meetings with social workers
- Phone calls with social workers and other employees
- Phone calls with witnesses and public
- Read and respond to e-mails regarding cases, witnesses or other legal analysis
- Adult Protective Services case meetings
- Quarterly Emergency Detention meeting with representatives from local hospitals, police departments, sheriff's office, and Brown County representatives regarding on-going emergency detention procedure in Brown County
- HIPAA research/analysis/procedures: on-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager, review of Business Associate Agreements to be in compliance with current policies, analysis of current breaches and necessity to report
- Meetings with office attorneys about on-going cases
- Attend morning reports at Community Treatment Center Nicolet Hospital for court updates
- Planning Detoxification meeting with Green Bay Community Police Officers, hospital emergency room staff, and community partnerships at Green Bay Police Department
- Adult Protective Service staffing with caseworkers about investigations
- Staffing with Community Treatment Center Out-patient and In-patient about coordination of cases
- Review of Family Care confidentiality releases
- Review of caselaw and procedures for admissions and hearings at local emergency

rooms, arrange meeting with Brown County, Crisis Center and local hospitals regarding procedures

- Monitoring and review of litigation between Green Bay and Oneida Tribe regarding land into trust and determination as to Brown County's participation

- On-going response to Oneida's request for land into trust

- Intake for calls on questions regarding three party petitions and discussion with family members about options of how or if to proceed, referrals to appropriate supports for family

- Communications including e-mail and phone calls with Family Services Crisis Center, Brown County Sheriff and City of Green Bay Police about capacity issues at Nicolet Psychiatric Hospital and coordination of admissions to Bellin Psychiatric Center or Winnebago Mental Health center

- Meeting with Westlaw and Lexis representative regarding best system for legal research

- Attend Human Service Committee Meeting for information regarding the proposed new psychiatric hospital in Green Bay by Strategic Behavioral Health

- Meeting with County Executive, Community Treatment Supervisors and County Board members regarding Strategic Behavioral Health's proposal and the possible effects on Brown County

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

CHIPS

1:45 Emergency Hearing with Court Commissioner: 20

Pretrial Conferences: 6

Plea/Disposition Hearings: 26

Status Hearings: 6

Extension/Permanency Plan Review Hearings: 4

Contested Motion Hearing: 4

Petitions Filed: 21

Appointment with Social Worker: 15

Discovery Requests filled: 15

Calls from Social Workers: 447

Calls with the Court: 81

Calls with outside Attorneys: 39

Calls with Witnesses: 1

Guardianship Hearings: 1

HIPAA

HIPAA Meeting: 1

Business Associate Agreement (Contract) Review

CHIPS (other):

Child in Need of Protection or Services Fact Finding Trial Prep

Child Protective Services Supervisors Meeting: 1

Child Advocacy Center Advisory Board Meeting: 1
Monthly Child Advocacy Center Case Review Meeting: 1

Trainings

Indian Child Welfare Act Training: 1
Presentations by Lexis or Westlaw: 2
Drug Task Force Training: 1
HIPAA Webinar on Records Sharing: 1

CASA/Court

Court Appointed Special Advocates Training (after hours)
CASA Meeting: 1

Mental Health/APS

Second Chair Adult Guardianship Jury Trial

TERMINATION OF PARENTAL RIGHTS (TPR):

Petitions Filed 4
Letters to Counsel 5
Calls w/ Defense Counsel/Guardian ad Litem: 10
Calls to/from Human Services 10
Calls to/from Clerk's office 3
Meetings with Social Workers: 5
Email to/from Human Services: 26
Email to/from Defense Counsel/Guardian ad Litem 6
Hearings: 3
Discovery Requests Sent: 1
Discovery Requests Filled: 2
Orders Prepared 2

Guardianship (Ch. 48)

Hearings: 3
Orders Prepared: 9
Orders to Transport Prepared 6
Calls to/from Social Workers 6
Call to/from Clerk of Court 6
Call to/from Guardian ad litem 1
Meet w/ Social Workers 5
Emails to/from Brown County Human Services 14
Petitions Filed: 7
Emails to Attorneys/Guardian ad Litem 2

Guardianship (Ch. 54)

Scheduling Conferences 2
Contested Hearing 1

Mental Health (Ch. 51)

Pre Trials 5

Other Tasks:

Phone conference with adoptive family to discuss converting open Termination of Parental Rights action to Juvenile Guardianship Action

Meet with Deputy Corporation Counsel Kristen Hooker and Paul Zeller regarding In Rem proceedings

Attend Indian Child Welfare Act Webinar

Prepare trial exhibits/witness list/witness testimony/motions in limine/jury instructions for upcoming Termination of Parental Rights trial

Review/supplement discovery responses to defense counsel

Attend Brown County Drug Task Force drug training

Prepare Notice of Motion and Motion for Separate Trials and Affidavit in support of the same

Brown County Clerk Budget Status Report

December 31, 2014		Annual	YTD	YTD %
EXPENDITURES		Budget	Transactions	Budget
Personnel Costs		\$ 335,896	\$ 334,830	100%
Operating Costs		\$ 390,831	\$ 288,933	74%
REVENUES				
Property Tax		\$ 292,510	\$ 292,510	100%
Public Charges		\$ 250,683	\$ 276,834	110%
Intergov'tl. Charge for Serv.		\$ 187,346	\$ 119,443	64%
Misc.		\$ 360	\$ 304	84%

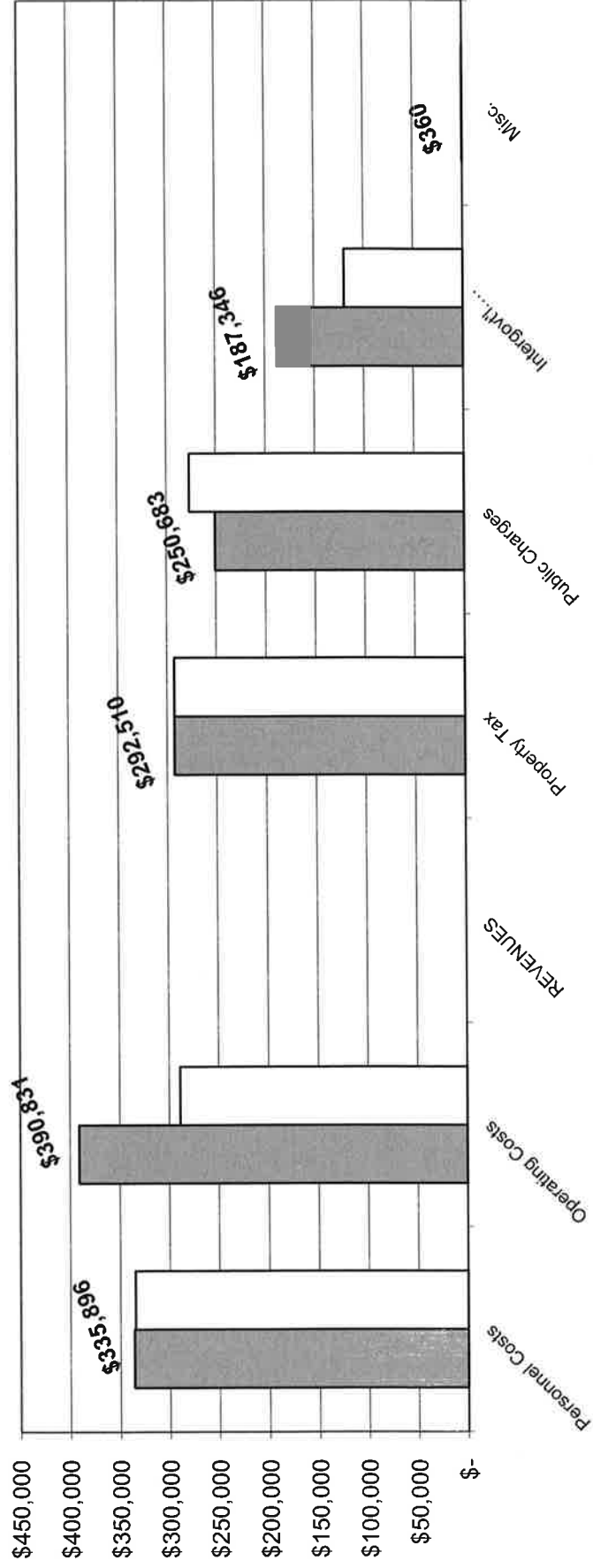
HIGHLIGHTS - January-November Percent of Fiscal Year (100%)

Reduction in revenue and operating expense are a direct result of change in handling of legal notices due to the implementation of newspaper inserts.

Expenditures: All Expenditures are at or below budget targets.

Revenues: Revenues are consistent with the 2014 Budget. Public Charges are high due to high Passport Sales. Intergovernmental charges are low because of reduced chargeback fees for legal notices. In addition, \$20,000 reduction in election maintenance expenses and \$20,000 reduction in Intergovernmental revenue offset each other.

County Clerk - December 31, 2014





County Clerk

Date Range 01/01/14 - 12/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF										
REVENUE										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	292,510.00	.00	292,510.00	24,375.76	.00	292,510.00	.00	100	100%
<i>Property taxes Totals</i>		\$292,510.00	\$0.00	\$292,510.00	\$24,375.76	\$0.00	\$292,510.00	\$0.00	100%	100%
Intergov Revenue										
4700	Intergovt charges	187,346.00	.00	187,346.00	31,034.60	.00	119,442.99	67,903.01	64	64%
<i>Intergov Revenue Totals</i>		\$187,346.00	\$0.00	\$187,346.00	\$31,034.60	\$0.00	\$119,442.99	\$67,903.01	64%	64%
Public Charges										
4400.194	Permits Work permit	2,925.00	.00	2,925.00	85.00	.00	3,192.50	(267.50)	109	109
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	(15,575.00)	.00	23,725.00	(1,850.00)	108	108
4401.192	Licenses Marriage License	112,650.00	.00	112,650.00	7,045.00	.00	120,680.00	(8,030.00)	107	107
4401.194	Licenses Dog	4,500.00	.00	4,500.00	4,379.00	.00	8,758.00	(4,258.00)	195	195
4600.190	Charges and fees Passport	107,643.00	.00	107,643.00	13,450.62	.00	118,741.52	(11,098.52)	110	110
4601.012	Sales Copy machine use	425.00	.00	425.00	.00	.00	1,166.25	(741.25)	274	274
4601.196	Sales Directory	500.00	.00	500.00	.00	.00	400.97	99.03	80	80
4609	Miscellaneous public charges	165.00	.00	165.00	110.00	.00	170.00	(5.00)	103	103
<i>Public Charges Totals</i>		\$250,683.00	\$0.00	\$250,683.00	\$9,494.62	\$0.00	\$276,834.24	(\$26,151.24)	110%	110%
Miscellaneous Revenue										
4900	Miscellaneous	360.00	.00	360.00	15.00	.00	304.00	56.00	84	84
<i>Miscellaneous Revenue Totals</i>		\$360.00	\$0.00	\$360.00	\$15.00	\$0.00	\$304.00	\$56.00	84%	84%
Department 019 - County Clerk										
<i>Miscellaneous Revenue Totals</i>		\$730,899.00	\$0.00	\$730,899.00	\$64,919.98	\$0.00	\$689,091.23	\$41,807.77	94%	94%
REVENUE TOTALS		\$730,899.00	\$0.00	\$730,899.00	\$64,919.98	\$0.00	\$689,091.23	\$41,807.77	94%	94%
EXPENSE										
Department 019 - County Clerk										
Personnel Costs										
5100	Regular earnings	248,392.00	.00	248,392.00	20,810.00	.00	231,058.84	17,333.16	93	93
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	2,251.66	.00	8,660.78	(8,660.78)	+++	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	681.89	.00	2,467.60	(2,467.60)	+++	+++
5102.300	Paid leave earnings Casual	.00	.00	.00	2,900.38	.00	3,284.44	(3,284.44)	+++	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	2,787.54	.00	5,415.10	(5,415.10)	+++	+++
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	196.12	(196.12)	+++	+++
5103.000	Premium Overtime	4,027.00	.00	4,027.00	54.04	.00	2,300.40	1,726.60	57	57
5110.100	Fringe benefits FICA	18,552.00	.00	18,552.00	2,177.71	.00	18,779.15	(227.15)	101	101
5110.110	Fringe benefits Unemployment compensation	947.00	.00	947.00	106.57	.00	912.05	34.95	96	96
5110.200	Fringe benefits Health Insurance	39,808.00	.00	39,808.00	3,346.56	.00	37,121.92	2,686.08	93	93
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	271.28	.00	2,997.44	258.56	92	92
5110.220	Fringe benefits Life Insurance	205.00	.00	205.00	50.66	.00	544.48	(339.48)	266	266
5110.230	Fringe benefits LT disability insurance	615.00	.00	615.00	75.94	.00	911.28	(296.28)	148	148
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	142.58	.00	1,710.96	.04	100	100



County Clerk

Date Range 01/01/14 - 12/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
51110.240	Fringe benefits Workers compensation insurance	272.00	.00	272.00	22.66	.00	271.92	.08	100
51110.300	Fringe benefits Retirement	18,111.00	.00	18,111.00	2,111.78	.00	18,197.09	(86.09)	100
Personnel Costs Totals		\$335,896.00	\$0.00	\$335,896.00	\$37,791.25	\$0.00	\$334,829.57	\$1,066.43	100%
Operating Expenses									
5300.001	Supplies Office	12,050.00	13,428.00	25,478.00	258.78	.00	22,666.77	2,811.23	89
5300.004	Supplies Postage	8,875.00	.00	8,875.00	1,446.66	.00	9,282.89	(407.89)	105
5304	Printing	7,600.00	.00	7,600.00	.00	.00	350.61	7,249.39	5
5304.100	Printing Forms	38,900.00	.00	38,900.00	.00	.00	34,512.03	4,387.97	89
5305	Dues and memberships	100.00	.00	100.00	.00	.00	145.00	(45.00)	145
5306.100	Maintenance agreement Software	13,944.00	.00	13,944.00	1,058.40	.00	12,700.80	1,243.20	91
5307.100	Repairs and maintenance Equipment	21,142.00	(13,428.00)	7,714.00	.00	.00	.00	7,714.00	0
5310	Advertising and public notice	117,344.00	.00	117,344.00	5,069.99	.00	31,116.05	86,227.95	27
5330	Books, periodicals, subscription	963.00	.00	963.00	329.85	.00	866.81	96.19	90
5340	Travel and training	4,525.00	.00	4,525.00	.00	.00	2,690.61	1,834.39	59
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	5,355.00	.00	100
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92
5600	Indirect cost	77,261.00	.00	77,261.00	6,438.38	.00	77,261.00	.00	100
5601.100	Intra-county expense Technology services	35,366.00	.00	35,366.00	3,176.00	.00	30,724.97	4,641.03	87
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	145.92	.00	1,751.04	(.04)	100
5601.400	Intra-county expense Copy center	14,500.00	.00	14,500.00	405.00	.00	26,321.62	(11,821.62)	182
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.88	.00	767.00	.00	100
9003	Transfer out	30,300.00	.00	30,300.00	4,565.00	.00	32,340.00	(2,040.00)	107
Operating Expenses Totals		\$390,831.00	\$0.00	\$390,831.00	\$22,957.86	\$0.00	\$288,933.45	\$101,897.55	74%
Department 019 - County Clerk Totals		\$726,727.00	\$0.00	\$726,727.00	\$60,749.11	\$0.00	\$623,763.02	\$102,963.98	86%
EXPENSE TOTALS		\$726,727.00	\$0.00	\$726,727.00	\$60,749.11	\$0.00	\$623,763.02	\$102,963.98	86%
Fund 100 - GF Totals									
REVENUE TOTALS		730,899.00	.00	730,899.00	64,919.98	.00	689,091.23	41,807.77	94
EXPENSE TOTALS		726,727.00	.00	726,727.00	60,749.11	.00	623,763.02	102,963.98	86
Fund 100 - GF Totals		\$4,172.00	\$0.00	\$4,172.00	\$4,170.87	\$0.00	\$65,328.21	(\$61,156.21)	
Fund 802 - Dog License									
REVENUE									
Public Charges									
Licenses									
4401		31,126.00	.00	31,126.00	(4,379.00)	.00	26,387.68	4,738.32	85
Public Charges Totals		\$31,126.00	\$0.00	\$31,126.00	(\$4,379.00)	\$0.00	\$26,387.68	\$4,738.32	85%
REVENUE TOTALS		\$31,126.00	\$0.00	\$31,126.00	(\$4,379.00)	\$0.00	\$26,387.68	\$4,738.32	85%



County Clerk

Date Range 01/01/14 - 12/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 802 - Dog License									
EXPENSE									
<i>Operating Expenses</i>									
5300	Supplies	600.00	.00	600.00	.00	.00	668.64	(68.64)	111
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	19.53	80.47	20
5310	Advertising and public notice	4,026.00	.00	4,026.00	.00	.00	915.26	3,110.74	23
5330	Books, periodicals, subscription	.00	.00	.00	4,750.00	.00	4,947.62	(4,947.62)	+++
5885	Payments to districts	26,400.00	.00	26,400.00	24,215.65	.00	24,215.65	2,184.35	92
<i>Operating Expenses Totals</i>		\$31,126.00	\$0.00	\$31,126.00	\$28,965.65	\$0.00	\$30,766.70	\$359.30	99%
EXPENSE TOTALS		\$31,126.00	\$0.00	\$31,126.00	\$28,965.65	\$0.00	\$30,766.70	\$359.30	99%
Fund 802 - Dog License Totals									
REVENUE TOTALS		31,126.00	.00	31,126.00	(4,379.00)	.00	26,387.68	4,738.32	85
EXPENSE TOTALS		31,126.00	.00	31,126.00	28,965.65	.00	30,766.70	359.30	99
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	(\$33,344.65)	\$0.00	(\$4,379.02)	\$4,379.02	
Grand Totals									
REVENUE TOTALS		762,025.00	.00	762,025.00	60,540.98	.00	715,478.91	46,546.09	94
EXPENSE TOTALS		757,853.00	.00	757,853.00	89,714.76	.00	654,529.72	103,323.28	86
Grand Totals		\$4,172.00	\$0.00	\$4,172.00	(\$29,173.78)	\$0.00	\$60,949.19	(\$56,777.19)	

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Brown County Clerk Budget Status Report

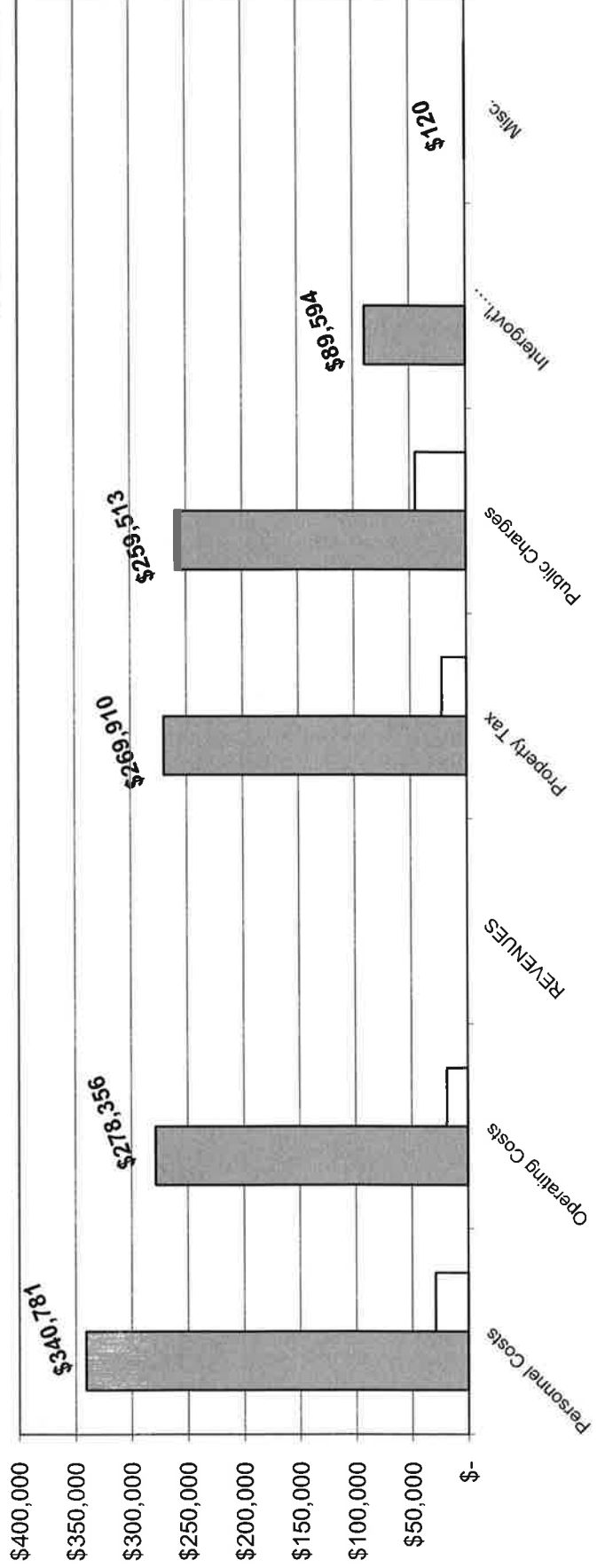
HIGHLIGHTS - January- Percent of Fiscal Year (8%)

Revenues are high due to passport sales and election data sold.

Expenditures: All Expenditures are at budget targets.

January 31, 2015	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 340,781	\$ 29,386	9%
Operating Costs	\$ 278,356	\$ 19,143	7%
REVENUES			
Property Tax	\$ 269,910	\$ 22,492	8%
Public Charges	\$ 259,513	\$ 45,042	17%
Intergov'tl. Charge for Serv.	\$ 89,594	-	0%
Misc.	\$ 120	\$ 30	25%

County Clerk - January 31, 2015





County Clerk

Date Range 01/01/15 - 01/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF										
REVENUE										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	269,910.00	.00	269,910.00	22,492.50	.00	22,492.50	22,492.50	247,417.50	8
	<i>Property taxes Totals</i>	<i>\$269,910.00</i>	<i>\$0.00</i>	<i>\$269,910.00</i>	<i>\$22,492.50</i>	<i>\$0.00</i>	<i>\$22,492.50</i>	<i>\$22,492.50</i>	<i>\$247,417.50</i>	<i>8%</i>
Intergov Revenue										
4700	Intergovt charges	89,594.00	.00	89,594.00	.00	.00	.00	.00	89,594.00	0
	<i>Intergov Revenue Totals</i>	<i>\$89,594.00</i>	<i>\$0.00</i>	<i>\$89,594.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$89,594.00</i>	<i>0%</i>
Public Charges										
4400.194	Permits Work permit	3,000.00	.00	3,000.00	97.50	.00	97.50	97.50	2,902.50	3
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	22,020.00	.00	22,020.00	22,020.00	(145.00)	101
4401.192	Licenses Marriage License	113,950.00	.00	113,950.00	4,470.00	.00	4,470.00	4,470.00	109,480.00	4
4401.194	Licenses Dog	4,250.00	.00	4,250.00	.00	.00	.00	.00	4,250.00	0
4600.190	Charges and fees Passport	115,850.00	.00	115,850.00	18,434.55	.00	18,434.55	18,434.55	97,415.45	16
4601.012	Sales Copy machine use	88.00	.00	88.00	14.75	.00	14.75	14.75	73.25	17
4601.196	Sales Directory	350.00	.00	350.00	4.74	.00	4.74	4.74	345.26	1
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	.00	.00	150.00	0
	<i>Public Charges Totals</i>	<i>\$259,513.00</i>	<i>\$0.00</i>	<i>\$259,513.00</i>	<i>\$45,041.54</i>	<i>\$0.00</i>	<i>\$45,041.54</i>	<i>\$45,041.54</i>	<i>\$214,471.46</i>	<i>17%</i>
Miscellaneous Revenue										
4900	Miscellaneous	120.00	.00	120.00	30.00	.00	30.00	30.00	90.00	25
	<i>Miscellaneous Revenue Totals</i>	<i>\$120.00</i>	<i>\$0.00</i>	<i>\$120.00</i>	<i>\$30.00</i>	<i>\$0.00</i>	<i>\$30.00</i>	<i>\$30.00</i>	<i>\$90.00</i>	<i>25%</i>
Department 019 - County Clerk										
	<i>REVENUE TOTALS</i>	<i>\$619,137.00</i>	<i>\$0.00</i>	<i>\$619,137.00</i>	<i>\$67,564.04</i>	<i>\$0.00</i>	<i>\$67,564.04</i>	<i>\$67,564.04</i>	<i>\$551,572.96</i>	<i>11%</i>
EXPENSE										
Department 019 - County Clerk										
Personnel Costs										
5100	Regular earnings	250,091.00	.00	250,091.00	17,220.02	.00	17,220.02	17,220.02	232,870.98	7
5100.998	Regular earnings Budget only	4,265.00	.00	4,265.00	.00	.00	.00	.00	4,265.00	0
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,923.32	.00	1,923.32	1,923.32	(1,923.32)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	728.46	.00	728.46	728.46	(728.46)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	666.74	.00	666.74	666.74	(666.74)	+++
5103.000	Premium Overtime	4,027.00	.00	4,027.00	50.12	.00	50.12	50.12	3,976.88	1
5110.100	Fringe benefits FICA	18,678.00	.00	18,678.00	1,510.01	.00	1,510.01	1,510.01	17,167.99	8
5110.110	Fringe benefits Unemployment compensation	635.00	.00	635.00	73.92	.00	73.92	73.92	561.08	12
5110.200	Fringe benefits Health insurance	37,876.00	.00	37,876.00	5,019.84	.00	5,019.84	5,019.84	32,856.16	13
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	406.92	.00	406.92	406.92	2,849.08	12
5110.220	Fringe benefits Life Insurance	609.00	.00	609.00	101.32	.00	101.32	101.32	507.68	17
5110.230	Fringe benefits LT disability insurance	911.00	.00	911.00	76.75	.00	76.75	76.75	834.25	8
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	143.00	.00	143.00	143.00	1,568.00	8
5110.240	Fringe benefits Workers compensation insurance	275.00	.00	275.00	23.00	.00	23.00	23.00	252.00	8



County Clerk

Date Range 01/01/15 - 01/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.300	Fringe benefits Retirement	18,229.00	.00	18,229.00	1,442.64	.00	1,442.64	16,786.36	8
5198	Fringe benefits - Budget only	218.00	.00	218.00	.00	.00	.00	218.00	0
Personnel Costs Totals		\$340,781.00	\$0.00	\$340,781.00	\$29,386.06	\$0.00	\$29,386.06	\$311,394.94	9%
Operating Expenses									
5300.001	Supplies Office	8,100.00	.00	8,100.00	2,912.39	.00	2,912.39	5,187.61	36
5300.003	Supplies Technology	3,740.00	.00	3,740.00	.00	.00	.00	3,740.00	0
5300.004	Supplies Postage	8,700.00	.00	8,700.00	650.18	.00	650.18	8,049.82	7
5304	Printing	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0
5304.100	Printing Forms	37,250.00	.00	37,250.00	.00	.00	.00	37,250.00	0
5305	Dues and memberships	350.00	.00	350.00	100.00	.00	100.00	250.00	29
5306.100	Maintenance agreement Software	15,398.00	.00	15,398.00	.00	.00	.00	15,398.00	0
5307.100	Repairs and maintenance Equipment	21,462.00	.00	21,462.00	.00	.00	.00	21,462.00	0
5310	Advertising and public notice	22,996.00	.00	22,996.00	242.88	.00	242.88	22,753.12	1
5330	Books, periodicals, subscription	902.00	.00	902.00	22.00	.00	22.00	880.00	2
5340	Travel and training	4,000.00	.00	4,000.00	320.00	.00	320.00	3,680.00	8
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	.00	88.00	0
5600	Indirect cost	54,958.00	.00	54,958.00	4,580.00	.00	4,580.00	50,378.00	8
5601.100	Intra-county expense Technology services	33,821.00	.00	33,821.00	5,214.56	.00	5,214.56	28,606.44	15
5601.200	Intra-county expense Insurance	1,679.00	.00	1,679.00	140.00	.00	140.00	1,539.00	8
5601.400	Intra-county expense Copy center	17,500.00	.00	17,500.00	2,314.73	.00	2,314.73	15,185.27	13
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	63.92	703.08	8
5601.550	Intra-county expense Document center	590.00	.00	590.00	24.02	.00	24.02	565.98	4
5708	Professional services	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0
9003	Transfer out	30,700.00	.00	30,700.00	2,558.00	.00	2,558.00	28,142.00	8
Operating Expenses Totals		\$278,356.00	\$0.00	\$278,356.00	\$19,142.68	\$0.00	\$19,142.68	\$259,213.32	7%
Department 019 - County Clerk Totals		\$619,137.00	\$0.00	\$619,137.00	\$48,528.74	\$0.00	\$48,528.74	\$570,608.26	8%
EXPENSE TOTALS		\$619,137.00	\$0.00	\$619,137.00	\$48,528.74	\$0.00	\$48,528.74	\$570,608.26	8%
Fund 100 - GF Totals									
REVENUE TOTALS									
EXPENSE TOTALS									
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$19,035.30	\$0.00	\$19,035.30	(\$19,035.30)	
Fund 802 - Dog License									
REVENUE									
Public Charges									
4401	Licenses	28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0



County Clerk

Date Range 01/01/15 - 01/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 802 - Dog License									
REVENUE									
<i>Public Charges Totals</i>									
	REVENUE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
EXPENSE									
<i>Operating Expenses</i>									
5300	Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0
5310	Advertising and public notice	2,100.00	.00	2,100.00	202.00	.00	202.00	1,898.00	10
5330	Books, periodicals, subscription	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0
5885	Payments to districts	20,520.00	.00	20,520.00	.00	.00	.00	20,520.00	0
<i>Operating Expenses Totals</i>									
	EXPENSE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$202.00	\$0.00	\$202.00	\$28,218.00	1%
Fund 802 - Dog License Totals									
	REVENUE TOTALS	28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0
	EXPENSE TOTALS	28,420.00	.00	28,420.00	202.00	.00	202.00	28,218.00	1
Fund 802 - Dog License Totals									
	Totals	\$0.00	\$0.00	\$0.00	(\$202.00)	\$0.00	(\$202.00)	\$202.00	
Grand Totals									
	REVENUE TOTALS	647,557.00	.00	647,557.00	67,564.04	.00	67,564.04	579,992.96	10
	EXPENSE TOTALS	647,557.00	.00	647,557.00	48,730.74	.00	48,730.74	598,826.26	8
Grand Totals									
	Totals	\$0.00	\$0.00	\$0.00	\$18,833.30	\$0.00	\$18,833.30	(\$18,833.30)	

Brown County Clerk Budget Status Report

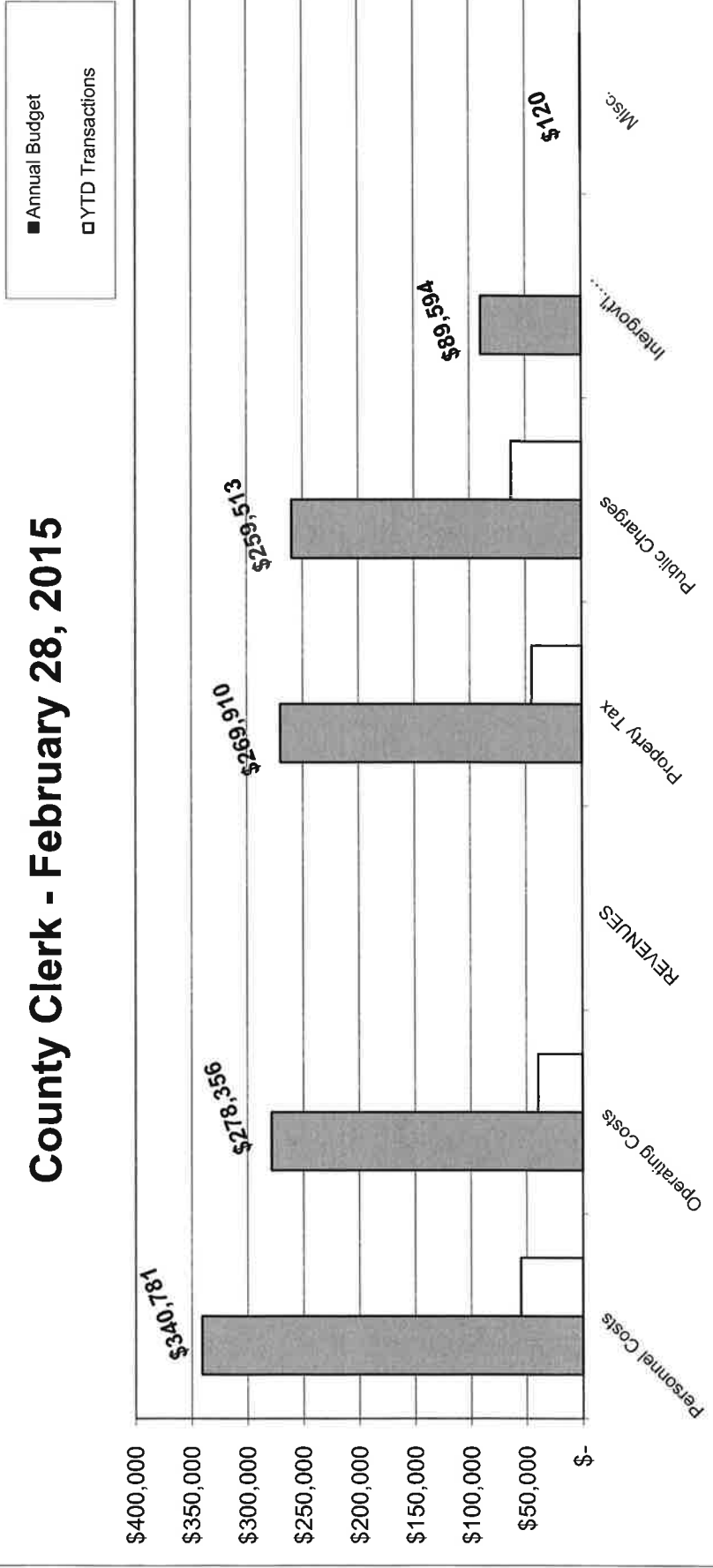
HIGHLIGHTS - January- February Percent of Fiscal Year (16%)

Revenues are high due to passport sales and election data sold.

Expenditures: All Expenditures are at budget targets.

February 28, 2015	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 340,781	\$ 55,490	16%
Operating Costs	\$ 278,356	\$ 39,749	14%
REVENUES			
Property Tax	\$ 269,910	\$ 44,985	17%
Public Charges	\$ 259,513	\$ 62,713	24%
Intergov'tl. Charge for Serv.	\$ 89,594	\$ -	0%
Misc.	\$ 120	\$ 60	50%

County Clerk - February 28, 2015



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County Clerk
Date Range 01/01/15 - 02/28/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	269,910.00	.00	269,910.00	22,492.50	.00	44,985.00	224,925.00	17
	<i>Property taxes Totals</i>	<i>\$269,910.00</i>	<i>\$0.00</i>	<i>\$269,910.00</i>	<i>\$22,492.50</i>	<i>\$0.00</i>	<i>\$44,985.00</i>	<i>\$224,925.00</i>	<i>17%</i>
Intergov Revenue									
4700	Intergovt charges	89,594.00	.00	89,594.00	.00	.00	.00	89,594.00	0
	<i>Intergov Revenue Totals</i>	<i>\$89,594.00</i>	<i>\$0.00</i>	<i>\$89,594.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$89,594.00</i>	<i>0%</i>
Public Charges									
4400.194	Permits Work permit	3,000.00	.00	3,000.00	95.00	.00	192.50	2,807.50	6
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	330.00	.00	22,350.00	(475.00)	102
4401.192	Licenses Marriage License	113,950.00	.00	113,950.00	5,220.00	.00	9,690.00	104,260.00	9
4401.194	Licenses Dog	4,250.00	.00	4,250.00	.00	.00	.00	4,250.00	0
4600.190	Charges and fees Passport	115,850.00	.00	115,850.00	12,021.93	.00	30,456.48	85,393.52	26
4601.012	Sales Copy machine use	88.00	.00	88.00	.00	.00	14.75	73.25	17
4601.196	Sales Directory	350.00	.00	350.00	4.74	.00	9.48	340.52	3
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	.00	150.00	0
	<i>Public Charges Totals</i>	<i>\$259,513.00</i>	<i>\$0.00</i>	<i>\$259,513.00</i>	<i>\$17,671.67</i>	<i>\$0.00</i>	<i>\$62,713.21</i>	<i>\$196,799.79</i>	<i>24%</i>
Miscellaneous Revenue									
4900	Miscellaneous	120.00	.00	120.00	30.00	.00	60.00	60.00	50
	<i>Miscellaneous Revenue Totals</i>	<i>\$120.00</i>	<i>\$0.00</i>	<i>\$120.00</i>	<i>\$30.00</i>	<i>\$0.00</i>	<i>\$60.00</i>	<i>\$60.00</i>	<i>50%</i>
Department 019 - County Clerk									
	<i>REVENUE TOTALS</i>	<i>\$619,137.00</i>	<i>\$0.00</i>	<i>\$619,137.00</i>	<i>\$40,194.17</i>	<i>\$0.00</i>	<i>\$107,758.21</i>	<i>\$511,378.79</i>	<i>17%</i>
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5100	Regular earnings	250,091.00	.00	250,091.00	18,891.35	.00	36,111.37	213,979.63	14
5100.998	Regular earnings Budget only	4,265.00	.00	4,265.00	.00	.00	.00	4,265.00	0
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	10.34	.00	1,933.66	(1,933.66)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	150.22	.00	878.68	(878.68)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	666.74	(666.74)	+++
5103.000	Premium Overtime	4,027.00	.00	4,027.00	286.26	.00	336.38	3,690.62	8
5110.100	Fringe benefits FICA	18,678.00	.00	18,678.00	1,422.51	.00	2,932.52	15,745.48	16
5110.110	Fringe benefits Unemployment compensation	635.00	.00	635.00	69.70	.00	143.62	491.38	23
5110.200	Fringe benefits Health insurance	37,876.00	.00	37,876.00	3,346.56	.00	8,366.40	29,509.60	22
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	271.28	.00	678.20	2,577.80	21
5110.220	Fringe benefits Life Insurance	609.00	.00	609.00	50.66	.00	151.98	457.02	25
5110.230	Fringe benefits LT disability insurance	911.00	.00	911.00	76.75	.00	153.50	757.50	17
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	143.00	.00	286.00	1,425.00	17
5110.240	Fringe benefits Workers compensation insurance	275.00	.00	275.00	23.00	.00	46.00	229.00	17



County Clerk

Date Range 01/01/15 - 02/28/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.300	Fringe benefits Retirement	18,229.00	.00	18,229.00	1,362.78	.00	2,805.42	15,423.58	15
5198	Fringe benefits - Budget only	218.00	.00	218.00	.00	.00	.00	218.00	0
	Personnel Costs Totals	\$340,781.00	\$0.00	\$340,781.00	\$26,104.41	\$0.00	\$55,490.47	\$285,290.53	16%
Operating Expenses									
5300.001	Supplies Office	8,100.00	.00	8,100.00	855.63	.00	3,768.02	4,331.98	47
5300.003	Supplies Technology	3,740.00	.00	3,740.00	.00	.00	.00	3,740.00	0
5300.004	Supplies Postage	8,700.00	.00	8,700.00	1,415.77	.00	2,065.95	6,634.05	24
5304	Printing	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0
5304.100	Printing Forms	37,250.00	.00	37,250.00	.00	.00	.00	37,250.00	0
5305	Dues and memberships	350.00	.00	350.00	.00	.00	.00	250.00	29
5306.100	Maintenance agreement Software	15,398.00	.00	15,398.00	2,116.80	.00	2,116.80	13,281.20	14
5307.100	Repairs and maintenance Equipment	21,462.00	.00	21,462.00	.00	.00	.00	21,462.00	0
5310	Advertising and public notice	22,996.00	.00	22,996.00	5,330.84	.00	5,573.72	17,422.28	24
5330	Books, periodicals, subscription	902.00	.00	902.00	.00	.00	22.00	880.00	2
5340	Travel and training	4,000.00	.00	4,000.00	392.41	.00	712.41	3,287.59	18
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5410.400	Insurance Bond	88.00	.00	88.00	81.25	.00	81.25	6.75	92
5600	Indirect cost	54,958.00	.00	54,958.00	4,580.00	.00	9,160.00	45,798.00	17
5601.100	Intra-county expense Technology services	33,821.00	.00	33,821.00	1,978.20	.00	7,192.76	26,628.24	21
5601.200	Intra-county expense Insurance	1,679.00	.00	1,679.00	140.00	.00	280.00	1,399.00	17
5601.400	Intra-county expense Copy center	17,500.00	.00	17,500.00	1,032.29	.00	3,347.02	14,152.98	19
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	127.84	639.16	17
5601.550	Intra-county expense Document center	590.00	.00	590.00	61.48	.00	85.50	504.50	14
5708	Professional services	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0
9003	Transfer out	30,700.00	.00	30,700.00	2,558.00	.00	5,116.00	25,584.00	17
	Operating Expenses Totals	\$278,356.00	\$0.00	\$278,356.00	\$20,606.59	\$0.00	\$39,749.27	\$238,606.73	14%
Department 019 - County Clerk									
	Totals	\$619,137.00	\$0.00	\$619,137.00	\$46,711.00	\$0.00	\$95,239.74	\$523,897.26	15%
	EXPENSE TOTALS	\$619,137.00	\$0.00	\$619,137.00	\$46,711.00	\$0.00	\$95,239.74	\$523,897.26	15%
Fund 100 - GF Totals									
	REVENUE TOTALS	619,137.00	.00	619,137.00	40,194.17	.00	107,758.21	511,378.79	17
	EXPENSE TOTALS	619,137.00	.00	619,137.00	46,711.00	.00	95,239.74	523,897.26	15
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$6,516.83)	\$0.00	\$12,518.47	(\$12,518.47)	
Fund 802 - Dog License									
REVENUE									
Public Charges									
4401	Licenses	28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0



County Clerk

Date Range 01/01/15 - 02/28/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 802 - Dog License									
REVENUE									
<i>Public Charges Totals</i>									
		\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
	REVENUE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
EXPENSE									
<i>Operating Expenses</i>									
5300	Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0
5310	Advertising and public notice	2,100.00	.00	2,100.00	300.36	.00	502.36	1,597.64	24
5330	Books, periodicals, subscription	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0
5885	Payments to districts	20,520.00	.00	20,520.00	.00	.00	.00	20,520.00	0
	<i>Operating Expenses Totals</i>	\$28,420.00	\$0.00	\$28,420.00	\$300.36	\$0.00	\$502.36	\$27,917.64	2%
	EXPENSE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$300.36	\$0.00	\$502.36	\$27,917.64	2%
Fund 802 - Dog License Totals									
	REVENUE TOTALS	28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0
	EXPENSE TOTALS	28,420.00	.00	28,420.00	300.36	.00	502.36	27,917.64	2
Fund 802 - Dog License Totals									
		\$0.00	\$0.00	\$0.00	(\$300.36)	\$0.00	(\$502.36)	\$502.36	
Grand Totals									
	REVENUE TOTALS	647,557.00	.00	647,557.00	40,194.17	.00	107,758.21	539,798.79	17
	EXPENSE TOTALS	647,557.00	.00	647,557.00	47,011.36	.00	95,742.10	551,814.90	15
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$6,817.19)	\$0.00	\$12,016.11	(\$12,016.11)	

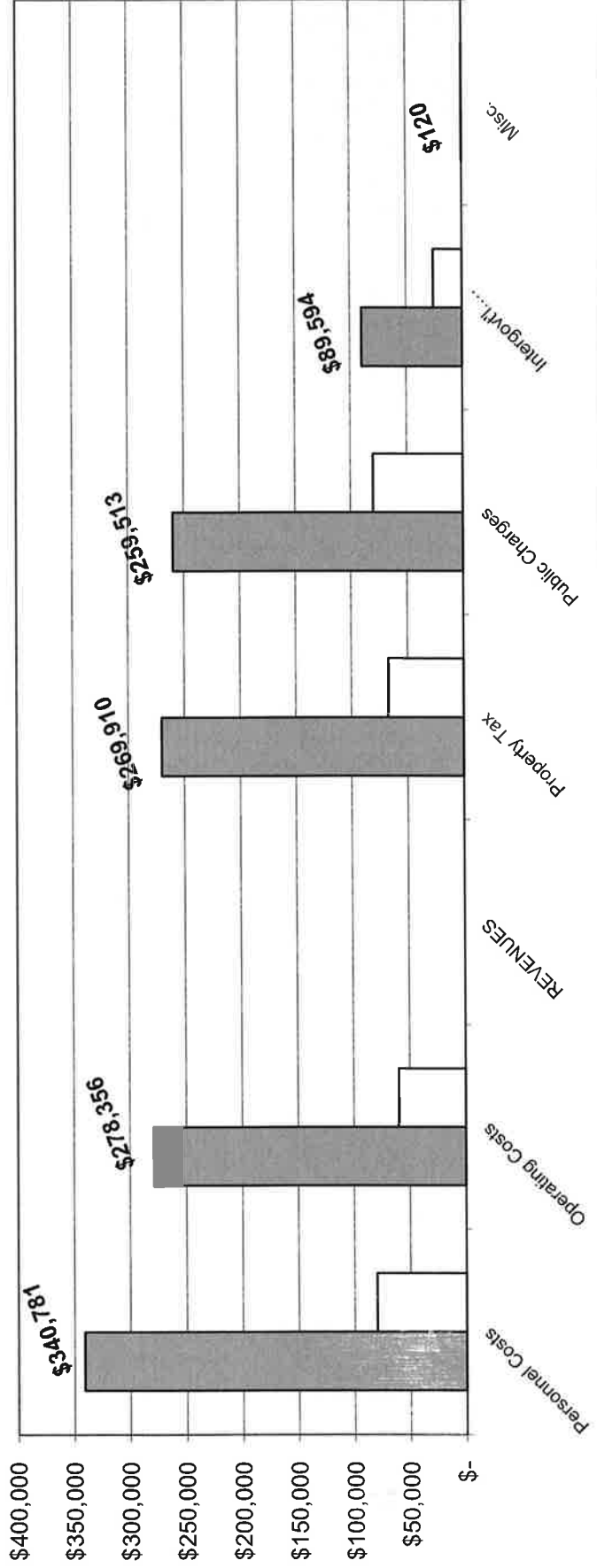
Brown County Clerk Budget Status Report

March 31, 2015	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 340,781	\$ 79,815	23%
Operating Costs	\$ 278,356	\$ 59,954	22%
REVENUES			
Property Tax	\$ 269,910	\$ 67,478	25%
Public Charges	\$ 259,513	\$ 79,772	31%
Intergov'tl. Charge for Serv.	\$ 89,594	\$ 25,887	29%
Misc.	\$ 120	\$ 70	58%

HIGHLIGHTS - January- March Percent of Fiscal Year (25%)
Revenues are high due to passport sales and election chargebacks.

Expenditures: All Expenditures are at budget targets.

County Clerk - March 31, 2015





County Clerk

Date Range 01/01/15 - 03/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	269,910.00	.00	269,910.00	22,492.50	.00	67,477.50	202,432.50	25
		\$269,910.00	\$0.00	\$269,910.00	\$22,492.50	\$0.00	\$67,477.50	\$202,432.50	25%
<i>Property taxes Totals</i>									
Intergov Revenue									
4700	Intergov charges	89,594.00	.00	89,594.00	25,887.11	.00	25,887.11	63,706.89	29
		\$89,594.00	\$0.00	\$89,594.00	\$25,887.11	\$0.00	\$25,887.11	\$63,706.89	29%
<i>Intergov Revenue Totals</i>									
Public Charges									
4400.194	Permits Work permit	3,000.00	.00	3,000.00	265.00	.00	457.50	2,542.50	15
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	330.00	.00	22,680.00	(805.00)	104
4401.192	Licenses Marriage License	113,950.00	.00	113,950.00	5,855.00	.00	15,545.00	98,405.00	14
4401.194	Licenses Dog	4,250.00	.00	4,250.00	.00	.00	.00	4,250.00	0
4600.190	Charges and fees Passport	115,850.00	.00	115,850.00	10,394.25	.00	40,850.73	74,999.27	35
4601.012	Sales Copy machine use	88.00	.00	88.00	215.00	.00	229.75	(141.75)	261
4601.196	Sales Directory	350.00	.00	350.00	.00	.00	9.48	340.52	3
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	.00	150.00	0
		\$259,513.00	\$0.00	\$259,513.00	\$17,059.25	\$0.00	\$79,772.46	\$179,740.54	31%
<i>Public Charges Totals</i>									
Miscellaneous Revenue									
4900	Miscellaneous	120.00	.00	120.00	10.00	.00	70.00	50.00	58
		\$120.00	\$0.00	\$120.00	\$10.00	\$0.00	\$70.00	\$50.00	58%
<i>Miscellaneous Revenue Totals</i>									
Department 019 - County Clerk									
		\$619,137.00	\$0.00	\$619,137.00	\$65,448.86	\$0.00	\$173,207.07	\$445,929.93	28%
REVENUE TOTALS									
		\$619,137.00	\$0.00	\$619,137.00	\$65,448.86	\$0.00	\$173,207.07	\$445,929.93	28%
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5100	Regular earnings	250,091.00	.00	250,091.00	17,897.18	.00	54,008.55	196,082.45	22
5100.998	Regular earnings Budget only	4,265.00	.00	4,265.00	.00	.00	.00	4,265.00	0
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	155.08	.00	2,088.74	(2,088.74)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	(253.29)	.00	625.39	(625.39)	+++
5102.300	Paid leave earnings Casual	.00	.00	.00	206.77	.00	206.77	(206.77)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	666.74	(666.74)	+++
5103.000	Premium Overtime	4,027.00	.00	4,027.00	.00	.00	336.38	3,690.62	8
5110.100	Fringe benefits FICA	18,678.00	.00	18,678.00	1,326.88	.00	4,259.40	14,418.60	23
5110.110	Fringe benefits Unemployment compensation	635.00	.00	635.00	65.02	.00	208.64	426.36	33
5110.200	Fringe benefits Health insurance	37,876.00	.00	37,876.00	3,118.04	.00	11,484.44	26,391.56	30
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	253.49	.00	931.69	2,324.31	29
5110.220	Fringe benefits Life Insurance	609.00	.00	609.00	50.66	.00	202.64	406.36	33
5110.230	Fringe benefits LT disability insurance	911.00	.00	911.00	76.75	.00	230.25	680.75	25
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	143.00	.00	429.00	1,282.00	25



County Clerk

Date Range 01/01/15 - 03/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 019 - County Clerk									
<i>Personnel Costs</i>									
5110.240	Fringe benefits Workers compensation insurance	275.00	.00	275.00	23.00	.00	69.00	206.00	25
5110.300	Fringe benefits Retirement	18,229.00	.00	18,229.00	1,262.34	.00	4,067.76	14,161.24	22
5198	Fringe benefits - Budget only	218.00	.00	218.00	.00	.00	.00	218.00	0
<i>Personnel Costs Totals</i>		\$340,781.00	\$0.00	\$340,781.00	\$24,324.92	\$0.00	\$79,815.39	\$260,965.61	23%
<i>Operating Expenses</i>									
5300.001	Supplies Office	8,100.00	.00	8,100.00	3.58	.00	3,771.60	4,328.40	47
5300.003	Supplies Technology	3,740.00	.00	3,740.00	.00	.00	.00	3,740.00	0
5300.004	Supplies Postage	8,700.00	.00	8,700.00	35.81	.00	2,101.76	6,598.24	24
5304	Printing	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0
5304.100	Printing Forms	37,250.00	.00	37,250.00	.00	.00	.00	37,250.00	0
5305	Dues and memberships	350.00	.00	350.00	.00	.00	100.00	250.00	29
5306.100	Maintenance agreement Software	15,398.00	.00	15,398.00	1,058.40	.00	3,175.20	12,222.80	21
5307.100	Repairs and maintenance Equipment	21,462.00	.00	21,462.00	.00	.00	.00	21,462.00	0
5310	Advertising and public notice	22,996.00	.00	22,996.00	1,332.52	.00	6,906.24	16,089.76	30
5330	Books, periodicals, subscription	902.00	.00	902.00	.00	.00	22.00	880.00	2
5340	Travel and training	4,000.00	.00	4,000.00	357.53	.00	1,069.94	2,930.06	27
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92
5600	Indirect cost	54,958.00	.00	54,958.00	4,580.00	.00	13,740.00	41,218.00	25
5601.100	Intra-county expense Technology services	33,821.00	.00	33,821.00	2,669.50	.00	9,862.26	23,958.74	29
5601.200	Intra-county expense Insurance	1,679.00	.00	1,679.00	140.00	.00	420.00	1,259.00	25
5601.400	Intra-county expense Copy center	17,500.00	.00	17,500.00	7,399.11	.00	10,746.13	6,753.87	61
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	191.76	575.24	25
5601.550	Intra-county expense Document center	590.00	.00	590.00	6.00	.00	91.50	498.50	16
5708	Professional services	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0
9003	Transfer out	30,700.00	.00	30,700.00	2,558.00	.00	7,674.00	23,026.00	25
<i>Operating Expenses Totals</i>		\$278,356.00	\$0.00	\$278,356.00	\$20,204.37	\$0.00	\$59,953.64	\$218,402.36	22%
Department 019 - County Clerk		\$619,137.00	\$0.00	\$619,137.00	\$44,529.29	\$0.00	\$139,769.03	\$479,367.97	23%
EXPENSE TOTALS		\$619,137.00	\$0.00	\$619,137.00	\$44,529.29	\$0.00	\$139,769.03	\$479,367.97	23%
Fund 100 - GF Totals									
REVENUE TOTALS		619,137.00	.00	619,137.00	65,448.86	.00	173,207.07	445,929.93	28
EXPENSE TOTALS		619,137.00	.00	619,137.00	44,529.29	.00	139,769.03	479,367.97	23
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$20,919.57	\$0.00	\$33,438.04	(\$33,438.04)	



County Clerk

Date Range 01/01/15 - 03/31/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 802 - Dog License									
REVENUE									
	Public Charges								
4401	Licenses	28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0
		\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
	Public Charges Totals	\$28,420.00	\$0.00	\$28,420.00	\$0.00	\$0.00	\$0.00	\$28,420.00	0%
	REVENUE TOTALS								
EXPENSE									
	Operating Expenses								
5300	Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0
5310	Advertising and public notice	2,100.00	.00	2,100.00	90.00	.00	592.36	1,507.64	28
5330	Books, periodicals, subscription	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0
5885	Payments to districts	20,520.00	.00	20,520.00	.00	.00	.00	20,520.00	0
	Operating Expenses Totals	\$28,420.00	\$0.00	\$28,420.00	\$90.00	\$0.00	\$592.36	\$27,827.64	2%
	EXPENSE TOTALS	\$28,420.00	\$0.00	\$28,420.00	\$90.00	\$0.00	\$592.36	\$27,827.64	2%
Fund 802 - Dog License Totals									
REVENUE TOTALS		28,420.00	.00	28,420.00	.00	.00	.00	28,420.00	0
EXPENSE TOTALS		28,420.00	.00	28,420.00	90.00	.00	592.36	27,827.64	2
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	(\$90.00)	\$0.00	(\$592.36)	\$592.36	
Grand Totals									
REVENUE TOTALS		647,557.00	.00	647,557.00	65,448.86	.00	173,207.07	474,349.93	27
EXPENSE TOTALS		647,557.00	.00	647,557.00	44,619.29	.00	140,361.39	507,195.61	22
Grand Totals		\$0.00	\$0.00	\$0.00	\$20,829.57	\$0.00	\$32,845.68	(\$32,845.68)	

Brown County
County Treasurer
Budget Status Report
12/31/2014

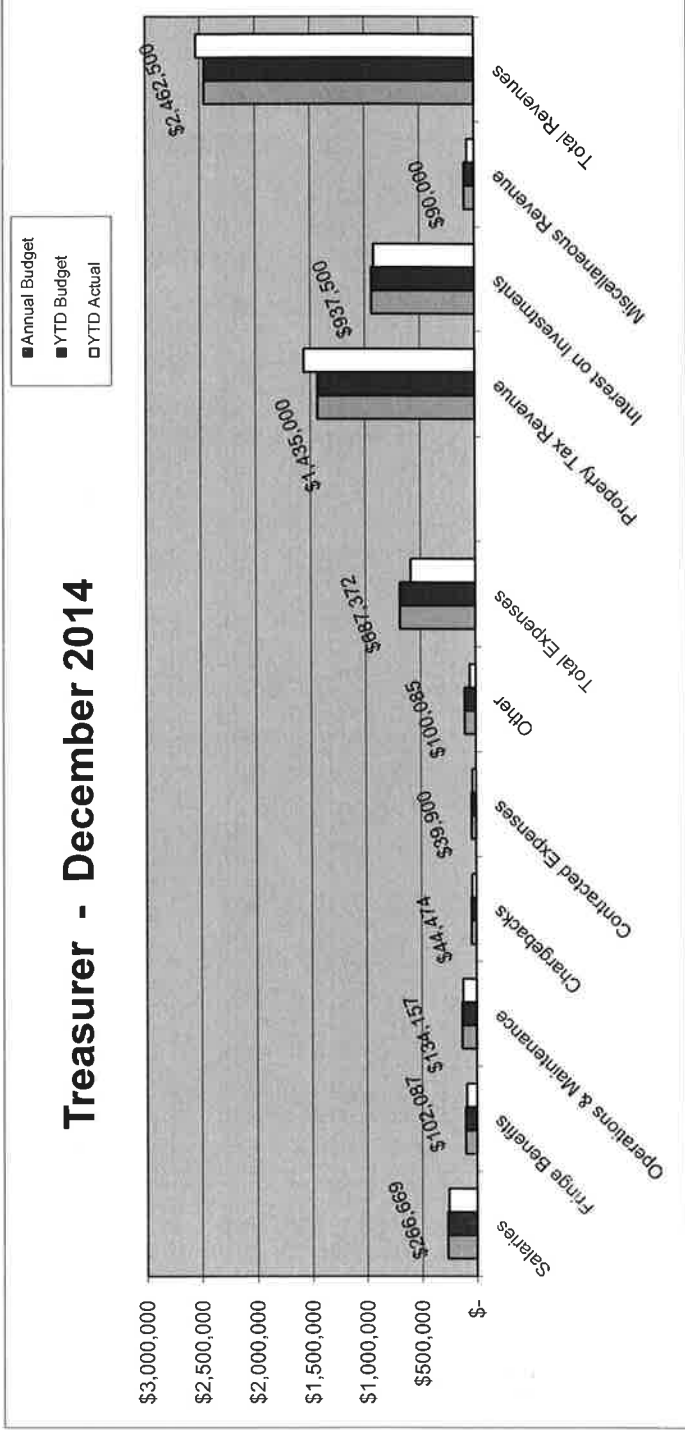
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 266,669	\$ 266,669	\$ 253,980
Fringe Benefits	\$ 102,087	\$ 102,087	\$ 92,396
Operations & Maintenance	\$ 134,157	\$ 134,157	\$ 122,031
Chargebacks	\$ 44,474	\$ 44,474	\$ 38,038
Contracted Expenses	\$ 39,900	\$ 39,900	\$ 31,940
Other	\$ 100,085	\$ 100,085	\$ 51,082
Total Expenses	\$ 687,372	\$ 687,372	\$ 589,467
Property Tax Revenue	\$ 1,435,000	\$ 1,435,000	\$ 1,556,556
Interest on Investments	\$ 937,500	\$ 937,500	\$ 914,487
Miscellaneous Revenue	\$ 90,000	\$ 90,000	\$ 65,511
Total Revenues	\$ 2,462,500	\$ 2,462,500	\$ 2,536,553
Net Levy Distribution	\$ 1,775,128	\$ 1,775,128	\$ 1,947,086

Please Note:

The Treasurer's office ended the year with a positive budget variance of \$172k.

\$ 171,958 POSITIVE BUDGET VAR

Treasurer - December 2014





Budget Performance Report

Date Range 01/01/14 - 12/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
REVENUE									
Department 080 - Treasurer									
Division 001 - General									
4100	General property taxes	(1,775,128.00)	.00	(1,775,128.00)	(147,927.37)	.00	(1,775,128.00)	.00	100
4108	Interest on taxes	975,000.00	.00	975,000.00	76,841.38	.00	1,082,091.67	(107,091.67)	111
4109	Penalties on taxes	410,000.00	.00	410,000.00	37,983.15	.00	422,347.55	(12,347.55)	103
4110	Penalties on special assessments	50,000.00	.00	50,000.00	6,885.93	.00	52,116.64	(2,116.64)	104
4700	Intergovt charges	70,000.00	.00	70,000.00	9,652.65	.00	31,603.92	38,396.08	45
4900	Miscellaneous	30,000.00	.00	30,000.00	174.50	.00	39,688.03	(9,688.03)	132
4905	Interest	937,500.00	.00	937,500.00	113,515.19	.00	914,486.68	23,013.32	98
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	(333.50)	.00	(5,781.38)	(4,218.62)	58
001 - General Totals		\$687,372.00	\$0.00	\$687,372.00	\$96,791.93	\$0.00	\$761,425.11	(\$74,053.11)	111%
080 - Treasurer Totals		\$687,372.00	\$0.00	\$687,372.00	\$96,791.93	\$0.00	\$761,425.11	(\$74,053.11)	111%
REVENUE TOTALS		\$687,372.00	\$0.00	\$687,372.00	\$96,791.93	\$0.00	\$761,425.11	(\$74,053.11)	111%
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
5100 Regular earnings									
5100	Regular earnings	259,729.00	.00	259,729.00	29,355.08	.00	226,163.40	33,565.60	87
5100.998	Regular earnings Budget only	4,238.00	.00	4,238.00	.00	.00	.00	4,238.00	0
5100 - Regular earnings Totals		\$263,967.00	\$0.00	\$263,967.00	\$29,355.08	\$0.00	\$226,163.40	\$37,803.60	86%
5102 Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	468.43	.00	17,551.77	(17,551.77)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	677.11	.00	2,903.96	(2,903.96)	+++
5102.300	Paid leave earnings Casual	.00	.00	.00	3,385.60	.00	3,385.60	(3,385.60)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	2,708.44	.00	5,663.90	(5,663.90)	+++
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$7,239.58	\$0.00	\$29,505.23	(\$29,505.23)	+++
5103 Premium									
5103.000	Premium Overtime	2,702.00	.00	2,702.00	975.65	.00	1,018.55	1,683.45	38
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$975.65	\$0.00	\$1,018.55	\$1,683.45	38%
5109 Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	(1,910.76)	.00	(2,706.91)	2,706.91	+++
5109 - Salaries reimbursement Totals		\$0.00	\$0.00	\$0.00	(\$1,910.76)	\$0.00	(\$2,706.91)	\$2,706.91	+++
5110 Fringe benefits									
5110.100	Fringe benefits FICA	19,289.00	.00	19,289.00	2,739.08	.00	18,467.76	821.24	96
5110.110	Fringe benefits Unemployment compensation	725.00	.00	725.00	134.16	.00	845.52	(120.52)	117
5110.200	Fringe benefits Health insurance	54,275.00	.00	54,275.00	3,346.56	.00	49,121.84	5,153.16	91
5110.210	Fringe benefits Dental Insurance	5,231.00	.00	5,231.00	335.76	.00	4,780.66	450.34	91
5110.220	Fringe benefits Life Insurance	441.00	.00	441.00	48.35	.00	659.62	(218.62)	150
5110.230	Fringe benefits LT disability insurance	924.00	.00	924.00	55.76	.00	767.06	156.94	83



Budget Performance Report

Date Range 01/01/14 - 12/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department: 080 - Treasurer									
Division: 301 - General									
5110 Fringe benefits									
5110.235	Fringe benefits Disability insurance	1,901.00	.00	1,901.00	158.41	.00	1,900.92	.08	100
5110.240	Fringe benefits Workers compensation insurance	286.00	.00	286.00	23.83	.00	285.96	.04	100
5110.300	Fringe benefits Retirement	17,785.00	.00	17,785.00	2,339.00	.00	15,566.23	2,218.77	88
	5110 - Fringe benefits Totals	\$100,857.00	\$0.00	\$100,857.00	\$9,180.91	\$0.00	\$92,395.57	\$8,461.43	92%
5198	Fringe benefits - Budget only	1,230.00	.00	1,230.00	.00	.00	.00	1,230.00	0
5300 Supplies									
5300	Supplies	3,250.00	.00	3,250.00	.00	.00	2,106.28	1,143.72	65
5300.001	Supplies Office	7,450.00	.00	7,450.00	1,092.88	.00	7,126.39	323.61	96
5300.004	Supplies Postage	47,500.00	.00	47,500.00	5,653.95	.00	37,117.70	10,382.30	78
	5300 - Supplies Totals	\$58,200.00	\$0.00	\$58,200.00	\$6,746.83	\$0.00	\$46,350.37	\$11,849.63	80%
5304 Printing									
5304.100	Printing Forms	14,850.00	.00	14,850.00	.00	.00	10,663.50	4,186.50	72
	5304 - Printing Totals	\$14,850.00	\$0.00	\$14,850.00	\$0.00	\$0.00	\$10,663.50	\$4,186.50	72%
5305	Dues and memberships	100.00	.00	100.00	.00	.00	100.00	.00	100
5306 Maintenance agreement									
5306.100	Maintenance agreement Software	4,300.00	.00	4,300.00	.00	.00	4,065.00	235.00	95
	5306 - Maintenance agreement Totals	\$4,300.00	\$0.00	\$4,300.00	\$0.00	\$0.00	\$4,065.00	\$235.00	95%
5307 Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	1,500.00	.00	1,500.00	351.53	.00	2,005.81	(505.81)	134
	5307 - Repairs and maintenance Totals	\$1,500.00	\$0.00	\$1,500.00	\$351.53	\$0.00	\$2,005.81	(\$505.81)	134%
5310	Advertising and public notice	5,250.00	.00	5,250.00	.00	.00	485.16	4,764.84	9
5330	Books, periodicals, subscription	131.00	.00	131.00	.00	.00	44.00	87.00	34
5340	Travel and training	1,505.00	.00	1,505.00	.00	.00	960.79	544.21	64
5390	Miscellaneous	2,600.00	.00	2,600.00	104.62	.00	1,132.62	1,467.38	44
5392	Service fees	45,000.00	.00	45,000.00	4,512.42	.00	55,309.79	(10,309.79)	123
5410 Insurance									
5410.400	Insurance Bond	721.00	.00	721.00	79.74	.00	913.74	(192.74)	127
	5410 - Insurance Totals	\$721.00	\$0.00	\$721.00	\$79.74	\$0.00	\$913.74	(\$192.74)	127%
5601 Intra-county expense									
5601.100	Intra-county expense Technology services	36,471.00	.00	36,471.00	3,228.16	.00	31,446.78	5,024.22	86
5601.200	Intra-county expense Insurance	1,906.00	.00	1,906.00	158.83	.00	1,905.96	.04	100
5601.300	Intra-county expense Other departmental	450.00	.00	450.00	30.00	.00	600.00	(150.00)	133
5601.350	Intra-county expense Highway	3,500.00	.00	3,500.00	222.62	.00	3,180.93	319.07	91
5601.400	Intra-county expense Copy center	2,018.00	.00	2,018.00	592.90	.00	775.45	1,242.55	38
5601.450	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	129.00	.00	100
	5601 - Intra-county expense Totals	\$44,474.00	\$0.00	\$44,474.00	\$4,243.26	\$0.00	\$38,038.12	\$6,435.88	86%



Budget Performance Report

Date Range 01/01/14 - 12/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
5700	Contracted services	39,900.00	.00	39,900.00	2,431.98	.00	31,940.39	7,959.61	80
5810	Tax deed	34,800.00	.00	34,800.00	20,471.83	.00	39,517.34	(4,717.34)	114
Tax refund									
5815	Tax refund Personal property	35,000.00	.00	35,000.00	.00	.00	1,712.77	33,287.23	5
5815.110	Tax refund Real estate property	7,500.00	.00	7,500.00	.00	.00	368.94	7,131.06	5
5815 - Tax refund Totals		\$42,500.00	\$0.00	\$42,500.00	\$0.00	\$0.00	\$2,081.71	\$40,418.29	5%
5835	Soil testing	.00	.00	.00	.00	.00	2,500.00	(2,500.00)	+++
5887	Payment in lieu of taxes	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0
Outlay									
6110	Outlay Equipment (\$5,000+)	10,000.00	.00	10,000.00	.00	.00	6,983.00	3,017.00	70
6110 - Outlay Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,983.00	\$3,017.00	70%
Division 001 - General Totals									
001 - General Totals		\$687,372.00	\$0.00	\$687,372.00	\$83,782.67	\$0.00	\$589,467.18	\$97,904.82	86%
Department 080 - Treasurer Totals									
080 - Treasurer Totals		\$687,372.00	\$0.00	\$687,372.00	\$83,782.67	\$0.00	\$589,467.18	\$97,904.82	86%
EXPENSE TOTALS		\$687,372.00	\$0.00	\$687,372.00	\$83,782.67	\$0.00	\$589,467.18	\$97,904.82	86%
Fund 100 - GF Totals									
Fund 100 - GF Totals		687,372.00	.00	687,372.00	96,791.93	.00	761,425.11	(74,053.11)	111
REVENUE TOTALS		687,372.00	.00	687,372.00	83,782.67	.00	589,467.18	97,904.82	86
EXPENSE TOTALS		687,372.00	\$0.00	\$0.00	\$13,009.26	\$0.00	\$171,957.93	(\$171,957.93)	
Grand Totals									
Grand Totals		687,372.00	.00	687,372.00	96,791.93	.00	761,425.11	(74,053.11)	111
REVENUE TOTALS		687,372.00	.00	687,372.00	83,782.67	.00	589,467.18	97,904.82	86
EXPENSE TOTALS		687,372.00	\$0.00	\$0.00	\$13,009.26	\$0.00	\$171,957.93	(\$171,957.93)	

TREASURER
Brown County

305 EAST WALNUT
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4074 FAX (920) 448-6341

PAUL ZELLER
TREASURER

March 5, 2015

Subject: Property Tax Collection for Brown County

Dear Local Bank or Credit Union Leader,

As you may be aware, Brown County offers various locations in which taxpayers can go to pay their Property Taxes each year in December/January and July. Capital Credit Union will no longer be providing this tax collection service so we are currently looking to establish new locations to allow convenient property tax payment. We would like you to consider your financial institution(s) as a collection site.

This is a great marketing tool for your financial institution! Last year, our partners collected approximately 20,000 lobby payments for the Brown County Treasurer's Office. These financial institutions used this opportunity to provide more information about their products & services to new customers and strengthen their relationship with current customers/members. The collection site name & addresses are listed on over 100,000 mailed tax bills, our Brown County Website and all press releases sent to local media outlets.

We currently work with J. Mauel & Associates, a local software provider, to process these remote payments. The software is web-based and the program does not reside on your server. Brown County will pay for the software but the financial institution is responsible for printing receipts (i.e. ink/paper/pc). A Technical Support number is available as well as on-site training. Brown County works hard to ensure satisfaction for our tax collection partners.

We will be conducting an open house software demonstration session for all interested institutions on April 2, 2015 10AM at the Northern Building, 305 E. Walnut St., Room 200. Please reply to me by March 20, 2015 if you have interest in collecting tax payments for Brown County and attending our session on April 2nd.

Please see the attached J. Mauel & Associates summary sheet for additional information.
Thank you,

Sincerely,
Paul Zeller
Paul Zeller
Brown County Treasurer

12a



J. MAUEL & ASSOCIATES
1ST & 2ND Half Property Tax Collection
Web-Based Programs

What is it?

It is a web-based program for the collection of first and second-half tax payments that would allow financial institutions to act as collection sites.

Benefits for Financial Institutions:

- Increases walk-in traffic of potential new customers.
- Fosters working relationships between financial institutions and county government.
- Provides Greater convenience for taxpayers as they can pay their taxes at local financial institutions during normal business hours.
- Allows automatic processing of escrow payments.
- Elimination of Cashier Checks and Cash – Property owners no longer need to get cashier checks or cash from the financial institution to bring/send to the county.
- Ability to provide a “receipt” for payment instead of a tax bill if the property owner’s mortgage is held at the financial institution.

Advertising:

- Financial Institution name and branch locations are printed on the tax bills. Brown County produced and mailed over 103,000 tax bills in December 2014.
- Brown County will advertise in local news media indicating the financial institution branches where collections can be made.
- Brown County may send out periodic notices of tax due and also indicates to taxpayers the locations accepting payments.
- Brown County will provide payment location information on their website.

The Financial Institution Tax Collection Program is a three-step process:

- County uploads tax due information to J. Mauel & Associates website using a Username and Password.
- Financial Institutions collect funds thru the web-based program and makes deposits to the county's account.
- Financial Institutions send daily transaction updates automatically thru the website to the county to reflect payments made.

I'm interested, what's next?

We will work with the county and interested financial institutions to provide the necessary software and training to get started. We will support the system throughout the financial institution's use.

What is my investment?

Brown County will pay for the cost of the J. Mauel web-based program.

CHAPTER 3
COUNTY ADMINISTRATION

3.06 PURCHASE AND SALE OF TAX DELINQUENT PROPERTY. (1) Tax Delinquent Lands; Purpose. The purpose of this section is to establish a policy for the appropriate Brown County officials to follow, particularly the County Clerk and Treasurer, in the procurement and disposal of real estate upon which the taxes have become delinquent. Chapters 74 and 75 of the Wisconsin Statutes outline general procedures to be followed relative to county purchase and sale of tax delinquent real estate. It is the intent of this section that these statutes be complied with to achieve the best interests of the taxpayers of Brown County.

(2) County May Purchase on Tax Sales. Pursuant to Wisconsin Statutes, the County Treasurer is hereby authorized and directed to bid in, and become the purchaser of, all lands sold for taxes for the amount of taxes, interest, and charges remaining unpaid thereon. In years subsequent to tax year 1988, the County Treasurer is required to issue a tax certificate to the County for all tax parcels with unpaid real property taxes, charges, and assessments.

9/9/14 Updated August 2014

3(4)

(3) Certificate of Sale. The Treasurer shall, pursuant to Section 74.46 Wisconsin Statutes (1985), issue certificates of sale to Brown County on all tax delinquent lands purchased by the county for tax years prior to 1989.

(3a) County to Acquire Tax Deed to Tax Delinquent Lands upon Expiration of Owner's Redemption Rights. The Treasurer shall, pursuant to Section 75.12(2), Wisconsin Statutes, provide written Notice of Application for Tax Deed to owners of record of tax delinquent lands not earlier than 88 days prior to the earliest date on which Brown County, as holder of the tax certificate, is entitled to tax deed but not later than 3 years from the date on which Brown County was issued a certificate of sale by the County Treasurer for tax years prior to 1989.

Within one year from the last date of service of the Notice of Application for Tax Deed, the County Clerk shall issue a Tax Deed to such lands to Brown County, unless the lands are sooner redeemed according to law, upon the filing of the necessary affidavit or proof of service pursuant to Section 75.12, Wisconsin Statutes (1985), and such tax deed shall be issued to Brown County in the form set forth in Section 75.16, Wisconsin Statutes, or an equivalent form.

(4) Election to Proceed under Subsection 75.521 Wisconsin Statutes in Relation to the Enforcement of Collection of Tax Liens. From and after October 1, 1977, the Brown County Board of Supervisors elects to adopt the provisions of Section 75.521 Wisconsin Statutes for the purpose of enforcing tax liens in such county in the cases where the procedure provided by such section is applicable.

(5) Sale of Tax Delinquent Real Estate. (a) Supervising authority of the purchase and sale of tax delinquent real estate is hereby vested in the County Board Executive Committee. Pursuant to Sections 75.69 and 75.35(2), Wisconsin Statutes, the Executive Committee shall insure that no tax delinquent real estate acquired by Brown County shall be sold unless the sale and appraised value of such real estate has first been advertised by publication of a Class 3 notice under Chapter 985 Wisconsin Statutes, which requires three insertions in the appropriate publication. The County Board may accept the bid most advantageous to the county, but every bid less than the appraised value of the property shall be rejected.

(b) The County Board or County Treasurer is hereby authorized to engage licensed real estate brokers and salesmen to assist in selling such lands and to pay the commission for such services.

(c) Preference to Former Owner. The County Board shall, at its option, provide that in the sale of tax deeded lands, the former owner who lost his title through delinquent tax collection enforcement procedure, or his heirs, may be given such preference in the right to purchase such lands as determined by the County Board. Such sales shall be exempt from any or all provisions of Section 75.69 Wisconsin Statutes. This paragraph shall not apply to tax deeded lands which have been improved or dedicated to a public use by such municipality subsequent to its acquisition.

(d) Notice to Municipalities. At least 7 days prior to the county sale of tax deeded lands, notice shall be provided by the county to the municipality or municipalities in which the land is situated that the county will sell the land at a tax deed sale, giving the date, time, and location of said sale.

(6) Property Tax Collection Procedures for Taxes Levied in 1989 and Thereafter. (a) Procedures for Enforcement of Tax Liens Acquired after January 1, 1989. For those tax

delinquent lands acquired on tax liens for taxes levied on and after January 1, 1989, the following provisions are applicable in lieu of the provisions set forth in subsections (1) through (5) of this section which may differ from this subsection.

(b) County Issued Tax Certificates. For the tax year 1989 and all years thereafter, the Brown County Treasurer shall, annually on August 15, issue a tax certificate to Brown County for the amount of real property taxes, special charges, special taxes or special assessments remaining unpaid thereon all pursuant to Sec. 74.57 (1987) of the Wis. Stats. The County Treasurer shall, by mail, issue a Notice of Issuance of Tax Certificate to each owner of record shown on the tax roll pursuant to Sec. 74.59 of the Wis. Stats. The form of the tax certificate shall group by taxation district all parcels for which real property taxes, special assessments, special charges or special taxes remain unpaid and for each parcel shall state:

1. A legal description.
2. The amount of unpaid real estate taxes, special assessments, special charges or special taxes, and the date from which the interest and any penalty accrues.
3. The earliest date upon which the County may be entitled to a tax deed or equivalent evidence of title.

(c) Owner's Redemption Rights. For the tax year 1989 and thereafter, tax certificates issued may be redeemed not later than 2 years from the date on which Brown County was issued a tax certificate by the County Treasurer. Enforcement of such liens represented by the certificate by an action under Sec. 75.521, Wis. Stats., shall be brought upon the expiration of said redemption period.

(d) Personal Liability for Taxes. Upon specific prior authorization by means of a resolution of the Brown County Board of Supervisors, an action to collect delinquent taxes and other amounts that are included in the tax roll for collection for the tax year 1989 and thereafter may be brought against the owner or owners of such lands pursuant to Sec. 74.53 (1987).

(e) Sale of Tax Deeded Lands. The provisions for sale of tax deeded lands include and apply to lands acquired by means of an In Rem Judgment issued under Sect. 75.521, Wis. Stats., granting title to Brown County.

3.061 INTEREST RATE AND PENALTY OF OVERDUE OR DELINQUENT REAL ESTATE TAXES AND SPECIAL

ASSESSMENTS. There is hereby imposed a penalty of 0.5% per month or fraction of a month, in addition to the interest provided for in Section 74.47, Wisconsin Statutes, on all real estate taxes, special assessments, special taxes and special charges overdue or delinquent on or after September 1, 1983.

TREASURER
Brown County

305 EAST WALNUT
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4074 FAX (920) 448-6341

PAUL ZELLER
TREASURER

MEMO

DATE: March 23, 2015

RE: Port & Resource Recovery Investment Transition Plan
Standard Operating Procedures for Port funds managed by PFM Asset Management LLC

TO: Jeffrey K. Schroeder, Managing Director - The PFM Group
Dean Haen, Port Manager
Carolyn Maricque, Finance Director
Mary Wolske, Senior Accountant

FROM: Paul Zeller, Brown County Treasurer

Per our Wednesday March 18, 2015 Port & Resource Recovery Investment Transition Plan meeting, the following information was determined and mutually agreed upon by those in attendance (Dean Haen, Carolyn Maricque, Mary Wolske, Chuck Mahlik, and Paul Zeller):

1. We will begin the PFM management engagement 4-1-15 with an initial deposit in the "Brown County - PFM" US Bank Custodial Account # 001050989180 of \$ 24,114,794 as determined by the "PFM Starting Balances 3/18/15" document attached.
2. Cash Flow - Outflow schedule will be approximately \$1 Million per year in December of each year 2015, 2016, 2017, 2018, 2019, and 2020. An additional \$10 Million redemption may be needed in 2020 for new Landfill Construction (a determination of need which will likely be made by August 2015 and relayed to PFM when known). No Inflows are certain at this point and Inflows should not be considered in the investment strategy.
3. PFM will be given initial guidance and direction as follows: To maximize returns, the duration of the portfolio can be viewed as 5 years with the exception of the annual December outflows and the possible \$10 Million redemption in 2020.
4. An annual portfolio review meeting between Port Manager, Treasurer and PFM Managing Director will take place every September beginning in 2015.

PAUL ZELLER
BROWN COUNTY TREASURER
Cc: Chuck Mahlik, Deputy Treasurer



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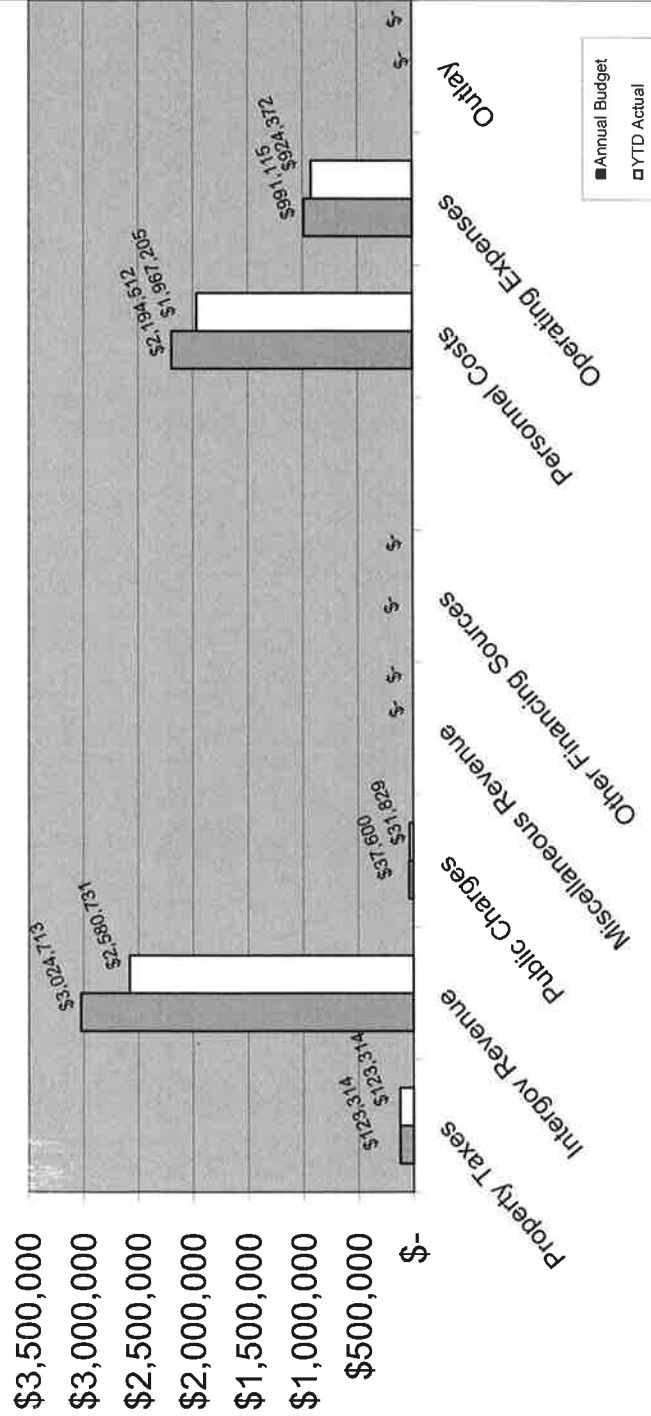
Child Support
Budget Status Report (Unaudited)
12/31/14

	Annual	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ 123,314	\$ 123,314	100.0%	
Intergov Revenue	\$ 3,024,713	\$ 2,580,731	85.3%	
Public Charges	\$ 37,600	\$ 31,829	84.7%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 2,194,512	\$ 1,967,205	89.6%	
Operating Expenses	\$ 991,115	\$ 924,372	93.3%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue and expenses: Expenses reduced to come as close within budget as possible.
Property tax revenue was underestimated at budget time due to a delay on the release of revenue numbers from the state.
Anticipated shortfall reduced from \$250,000 to \$144,499 due to mitigated expenses & increase in revenue via medical support collection success.

Child Support - December 2014





BROWN COUNTY CSA BUDGET PERFORMANCE - THRU DECEMBER 31, 2014

Fiscal Year to Date 12/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	123,314.00	.00	123,314.00	10,276.13	.00	123,314.00	.00	100	355,722.00
4301	Federal grant revenue	267,027.00	(267,027.00)	.00	.00	.00	.00	.00	+++	.00
State grant and aid revenue										
4302	State grant and aid revenue	1,687,658.00	.00	1,687,658.00	147,436.08	.00	1,400,015.34	287,642.66	83	1,191,278.12
4302.003	State grant and aid revenue Incentives	507,682.00	.00	507,682.00	9,994.00	.00	623,639.00	(115,957.00)	123	646,954.00
4302.004	State grant and aid revenue GPR	562,346.00	.00	562,346.00	.00	.00	323,562.00	238,784.00	58	223,500.00
4302.007	State grant and aid revenue SPSK	.00	267,027.00	267,027.00	61,180.80	.00	233,515.08	33,511.92	87	61,251.05
4302 - State grant and aid revenue Totals										
		\$2,757,686.00	\$267,027.00	\$3,024,713.00	\$218,610.88	\$0.00	\$2,580,731.42	\$443,981.58	85%	\$2,122,983.17
Charges and fees										
4600	Charges and fees Genetic test	22,000.00	.00	22,000.00	1,100.15	.00	19,615.54	2,384.46	89	19,676.07
4600.602	Charges and fees Vital statistics	500.00	.00	500.00	87.60	.00	402.84	97.16	81	543.34
4600.603	Charges and fees Paper service	11,000.00	.00	11,000.00	554.52	.00	7,436.27	3,563.73	68	8,528.32
4600.604	Charges and fees Non IV-D service	4,000.00	.00	4,000.00	525.00	.00	4,375.00	(375.00)	109	3,445.00
4600 - Charges and fees Totals										
		\$37,500.00	\$0.00	\$37,500.00	\$2,267.27	\$0.00	\$31,829.65	\$5,670.35	85%	\$32,192.73
Sales										
4601	Sales Copy machine use	100.00	.00	100.00	5.00	.00	399.50	(299.50)	400	371.15
4601 - Sales Totals										
		\$100.00	\$0.00	\$100.00	\$5.00	\$0.00	\$399.50	(\$299.50)	400%	\$371.15
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	48.46
Transfer in										
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	5,365.82
9002.200	Transfer in HR	.00	10,800.00	10,800.00	10,800.30	.00	10,800.30	(.30)	100	.00
9002 - Transfer in Totals										
		\$0.00	\$10,800.00	\$10,800.00	\$10,800.30	\$0.00	\$10,800.30	(\$0.30)	100%	\$5,365.82
001 - General Totals										
		\$3,185,627.00	\$10,800.00	\$3,196,427.00	\$241,959.58	\$0.00	\$2,747,074.87	\$449,352.13	86%	\$2,516,683.33
017 - Child Support Totals										
		\$3,185,627.00	\$10,800.00	\$3,196,427.00	\$241,959.58	\$0.00	\$2,747,074.87	\$449,352.13	86%	\$2,516,683.33
REVENUE TOTALS										
		\$3,185,627.00	\$10,800.00	\$3,196,427.00	\$241,959.58	\$0.00	\$2,747,074.87	\$449,352.13	86%	\$2,516,683.33
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
Regular earnings										
5100	Regular earnings									

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BROWN COUNTY CSA BUDGET PERFORMANCE - THRU DECEMBER 31, 2014

Fiscal Year to Date 12/31/14

Include Rollup Account and Rollup to Account

5100	Regular earnings	1,464,978.00	.00	1,464,978.00	99,657.70	.00	1,138,627.04	326,350.96	78	918,379.35
5100.998	Regular earnings Budget only	(1,289.00)	.00	(1,289.00)	.00	.00	.00	(1,289.00)	0	.00
	5100 - Regular earnings Totals	\$1,463,689.00	\$0.00	\$1,463,689.00	\$99,657.70	\$0.00	\$1,138,627.04	\$325,061.96	78%	\$918,379.35
5102	Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	11,673.12	.00	110,941.43	(110,941.43)	+++	109,518.80
5102.200	Paid leave earnings Personal	.00	.00	.00	5,661.74	.00	20,779.94	(20,779.94)	+++	16,576.59
5102.300	Paid leave earnings Casual	.00	10,800.00	10,800.00	12,918.38	.00	24,793.44	(13,993.44)	230	20,676.74
5102.500	Paid leave earnings Holiday	.00	.00	.00	19,632.94	.00	39,594.06	(39,594.06)	+++	32,997.96
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	3,045.56	(3,045.56)	+++	1,757.29
	5102 - Paid leave earnings Totals	\$0.00	\$10,800.00	\$10,800.00	\$49,886.18	\$0.00	\$199,154.43	(\$188,354.43)	1844%	\$181,527.38
5103	Premium									
5103.000	Premium Overtime	.00	.00	.00	.00	.00	1,785.98	(1,785.98)	+++	404.80
5103.100	Premium Comp time	.00	.00	.00	418.41	.00	2,287.17	(2,287.17)	+++	11,344.03
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$418.41	\$0.00	\$4,073.15	(\$4,073.15)	+++	\$11,748.83
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(11,306.38)	11,306.38	+++	(15,575.18)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$11,306.38)	\$11,306.38	+++	(\$15,575.18)
5110	Fringe benefits									
5110.100	Fringe benefits FICA	107,677.00	.00	107,677.00	10,611.80	.00	95,146.87	12,530.13	88	78,842.58
5110.110	Fringe benefits Unemployment compensation	5,494.00	.00	5,494.00	519.61	.00	4,613.50	880.50	84	4,296.59
5110.200	Fringe benefits Health Insurance	457,989.00	.00	457,989.00	32,347.58	.00	395,307.57	62,681.43	86	329,087.24
5110.210	Fringe benefits Dental Insurance	37,971.00	.00	37,971.00	2,585.28	.00	32,376.29	5,594.71	85	26,472.32
5110.220	Fringe benefits Life Insurance	3,255.00	.00	3,255.00	132.36	.00	1,536.89	1,718.11	47	1,675.84
5110.230	Fringe benefits LT disability insurance	5,225.00	.00	5,225.00	374.51	.00	4,524.27	700.73	87	3,980.87
5110.235	Fringe benefits Disability insurance	8,862.00	.00	8,862.00	738.47	.00	8,861.64	.36	100	16,242.00
5110.240	Fringe benefits Workers compensation Insurance	1,605.00	.00	1,605.00	133.75	.00	1,605.00	.00	100	249.00
5110.300	Fringe benefits Retirement	102,542.00	.00	102,542.00	10,228.43	.00	92,685.30	9,856.70	90	72,634.82
	5110 - Fringe benefits Totals	\$730,620.00	\$0.00	\$730,620.00	\$57,671.79	\$0.00	\$636,657.33	\$93,962.67	87%	\$533,481.26
5198	Fringe benefits - Budget only	203.00	.00	203.00	.00	.00	.00	203.00	0	.00
5300	Supplies									
5300	Supplies	.00	.00	.00	555.31	.00	5,515.74	(5,515.74)	+++	.00
5300.001	Supplies Office	15,000.00	.00	15,000.00	452.92	.00	13,109.00	1,891.00	87	13,933.02
5300.004	Supplies Postage	27,000.00	.00	27,000.00	2,157.84	.00	29,595.62	(2,595.62)	110	25,797.33
	5300 - Supplies Totals	\$42,000.00	\$0.00	\$42,000.00	\$3,166.07	\$0.00	\$48,220.36	(\$6,220.36)	115%	\$39,730.35
5303	Copy expense	.00	.00	.00	.00	.00	9.00	(9.00)	+++	.00
5305	Dues and memberships	2,270.00	.00	2,270.00	.00	.00	2,115.00	155.00	93	1,388.50

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Fiscal Year to Date 12/31/14

Include Rollup Account and Rollup to Account

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BROWN COUNTY CSA BUDGET PERFORMANCE - THRU DECEMBER 31, 2014

Fiscal Year to Date 12/31/14

Include Rollup Account and Rollup to Account

Fund	210 - Child Support	Totals	\$0.00	\$0.00	\$0.00	(\$50,350.65)	\$0.00	(\$144,507.87)	\$144,507.87	\$96,984.19
Grand Totals										
REVENUE TOTALS			3,185,627.00	10,800.00	3,196,427.00	241,959.58	.00	2,747,074.87	449,352.13	86
EXPENSE TOTALS			3,185,627.00	10,800.00	3,196,427.00	292,310.23	.00	2,891,582.74	304,844.26	90
Grand Totals			\$0.00	\$0.00	\$0.00	(\$50,350.65)	\$0.00	(\$144,507.87)	\$144,507.87	\$96,984.19

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Child Support
Budget Status Report (Unaudited)
02/28/15

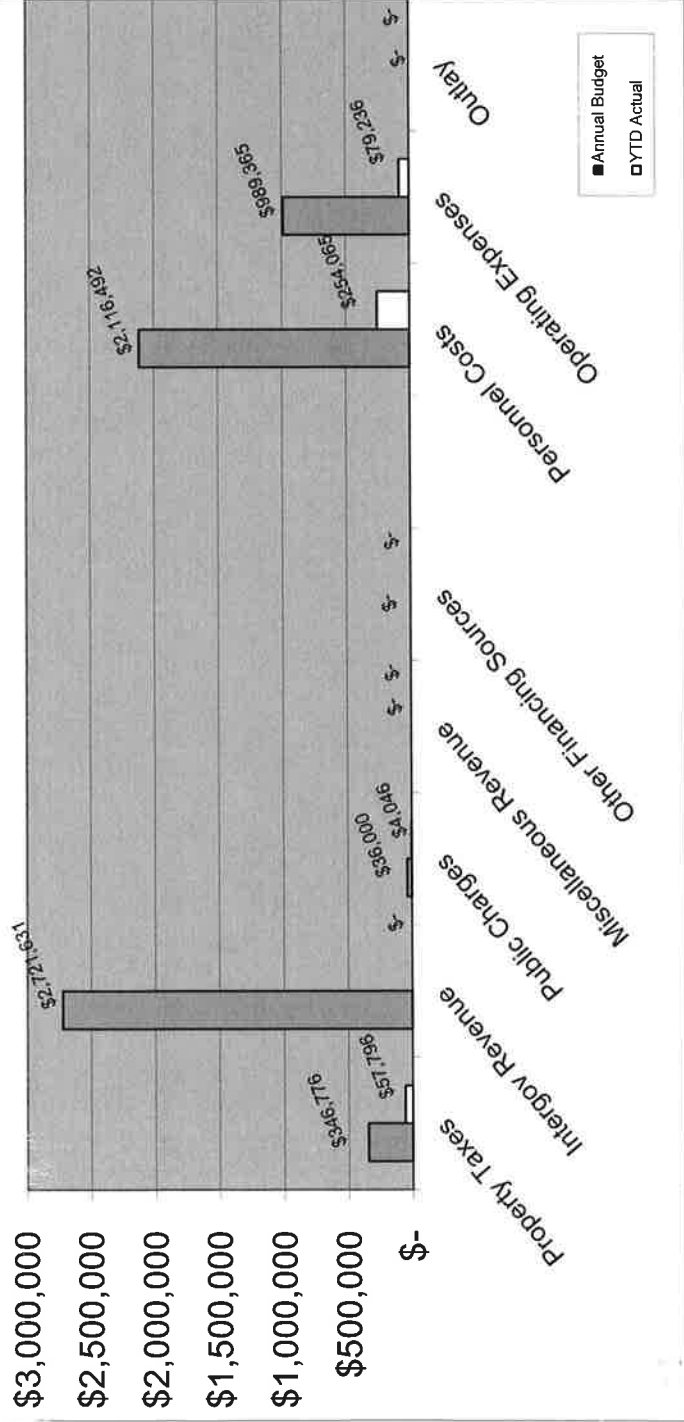
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 346,776	\$ 57,796	16.7%	
Intergov Revenue	\$ 2,721,631	\$ -	0.0%	
Public Charges	\$ 36,000	\$ 4,046	11.2%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 2,116,492	\$ 254,065	12.0%	
Operating Expenses	\$ 989,365	\$ 79,236	8.0%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: Within budget recognizing the significance that we are early in the year

Expenses: On target and in line with projections

Child Support - February 28, 2015



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Brown County CSA Budget Performance Report thru Feb 28, 2015

Fiscal Year to Date 02/28/15
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	346,776.00	.00	346,776.00	28,898.00	.00	57,796.00	288,980.00	17	123,314.00
4302	State grant and aid revenue									
4302	State grant and aid revenue	1,622,878.00	.00	1,622,878.00	327,992.34	.00	327,992.34	1,294,885.66	20	1,400,015.34
4302.003	State grant and aid revenue Incentives	484,365.00	.00	484,365.00	.00	.00	.00	484,365.00	0	623,639.00
4302.004	State grant and aid revenue GPR	347,361.00	.00	347,361.00	.00	.00	.00	347,361.00	0	323,562.00
4302.007	State grant and aid revenue SPSK	267,027.00	.00	267,027.00	.00	.00	.00	267,027.00	0	233,515.08
	4302 - State grant and aid revenue Totals	\$2,721,631.00	\$0.00	\$2,721,631.00	\$327,992.34	\$0.00	\$327,992.34	\$2,393,638.66	12%	\$2,580,731.42
4600	Charges and fees									
4600.601	Charges and fees Genetic test	22,000.00	.00	22,000.00	1,081.02	.00	1,936.52	20,063.48	9	19,615.54
4600.602	Charges and fees Vital statistics	500.00	.00	500.00	100.70	.00	120.70	379.30	24	402.84
4600.603	Charges and fees Paper service	7,500.00	.00	7,500.00	553.68	.00	1,135.52	6,364.48	15	7,436.27
4600.604	Charges and fees Non IV-D service	5,000.00	.00	5,000.00	350.00	.00	770.00	4,230.00	15	4,375.00
	4600 - Charges and fees Totals	\$35,000.00	\$0.00	\$35,000.00	\$2,085.40	\$0.00	\$3,962.74	\$31,037.26	11%	\$31,829.65
4601	Sales									
4601.012	Sales Copy machine use	500.00	.00	500.00	41.75	.00	83.75	416.25	17	399.50
	4601 - Sales Totals	\$500.00	\$0.00	\$500.00	\$41.75	\$0.00	\$83.75	\$416.25	17%	\$399.50
9002	Transfer in									
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	10,800.30
	9002 - Transfer in Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,800.30
Division 001 - General										
	001 - General Totals	\$3,103,907.00	\$0.00	\$3,103,907.00	\$359,017.49	\$0.00	\$389,834.83	\$2,714,072.17	13%	\$2,747,074.87
Department 017 - Child Support										
	017 - Child Support Totals	\$3,103,907.00	\$0.00	\$3,103,907.00	\$359,017.49	\$0.00	\$389,834.83	\$2,714,072.17	13%	\$2,747,074.87
	REVENUE TOTALS	\$3,103,907.00	\$0.00	\$3,103,907.00	\$359,017.49	\$0.00	\$389,834.83	\$2,714,072.17	13%	\$2,747,074.87
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings									
5100	Regular earnings	1,456,248.00	.00	1,456,248.00	94,661.06	.00	191,397.37	1,264,850.63	13	1,138,627.04
5100.998	Regular earnings Budget only	6,172.00	.00	6,172.00	.00	.00	.00	6,172.00	0	.00
	5100 - Regular earnings Totals	\$1,462,420.00	\$0.00	\$1,462,420.00	\$94,661.06	\$0.00	\$191,397.37	\$1,271,022.63	13%	\$1,138,627.04



Fiscal Year to Date 02/28/15
Include Rollup Account and Rollup to Account

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Brown County CSA Budget Performance Report thru Feb 28, 2015

Fiscal Year to Date 02/28/15
Include Rollup Account and Rollup to Account

5307	Repairs and maintenance	920.00	.00	920.00	.00	.00	920.00	0	920.00
5307.100	Repairs and maintenance Equipment	\$920.00	\$0.00	\$920.00	\$0.00	\$0.00	\$920.00	0%	\$920.00
	5307 - Repairs and maintenance Totals								
5330	Books, periodicals, subscription	600.00	.00	600.00	.00	173.80	426.20	29	558.52
5340	Travel and training	7,854.00	.00	7,854.00	(151.50)	141.50	7,712.50	2	5,281.81
5507	Other utilities	1,200.00	.00	1,200.00	.00	600.00	600.00	50	1,200.00
5600	Indirect cost	172,025.00	.00	172,025.00	14,335.00	28,670.00	143,355.00	17	183,145.00
	Intra-county expense								
5601.100	Intra-county expense Technology services	128,592.00	.00	128,592.00	7,466.95	27,102.62	101,489.38	21	108,181.86
5601.200	Intra-county expense Insurance	9,684.00	.00	9,684.00	807.00	1,614.00	8,070.00	17	8,678.04
5601.300	Intra-county expense Other departmental	402,236.00	.00	402,236.00	31,769.21	71,417.51	330,818.49	18	406,111.43
5601.400	Intra-county expense Copy center	1,200.00	.00	1,200.00	56.55	71.57	1,128.43	6	840.27
5601.450	Intra-county expense Departmental copiers	2,455.00	.00	2,455.00	204.58	409.16	2,045.84	17	2,455.00
5601.550	Intra-county expense Document center	3,415.00	.00	3,415.00	353.49	491.58	2,923.42	14	.00
	5601 - Intra-county expense Totals	\$547,582.00	\$0.00	\$547,582.00	\$40,657.78	\$101,106.44	\$446,475.56	18%	\$526,266.60
5700	Contracted services	147,264.00	.00	147,264.00	10,864.66	12,104.66	59,924.88	59	101,334.84
5708	Professional services	300.00	.00	300.00	.00	.00	300.00	0	.00
5710	Paper service - legal	30,000.00	.00	30,000.00	3,624.86	27,469.00	(3,287.86)	111	27,349.79
	Legal services								
5716.100	Legal services Chargebacks	500.00	.00	500.00	.00	.00	500.00	0	.00
	5716 - Legal services Totals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
5762	Med exams/autopsies/genetic test	25,000.00	.00	25,000.00	1,166.50	2,914.00	22,086.00	12	22,815.75
5784	Interpreter services	1,500.00	.00	1,500.00	790.00	790.00	710.00	53	2,050.00
	001 - General Totals	\$3,103,907.00	\$0.00	\$3,103,907.00	\$236,565.82	\$501,004.58	\$2,500,198.96	19%	\$2,891,582.74
	017 - Child Support Totals	\$3,103,907.00	\$0.00	\$3,103,907.00	\$236,565.82	\$501,004.58	\$2,500,198.96	19%	\$2,891,582.74
	EXPENSE TOTALS	\$3,103,907.00	\$0.00	\$3,103,907.00	\$236,565.82	\$501,004.58	\$2,500,198.96	19%	\$2,891,582.74
	Fund 210 - Child Support Totals								
	REVENUE TOTALS	3,103,907.00	.00	3,103,907.00	359,017.49	.00	2,714,072.17	13	2,747,074.87
	EXPENSE TOTALS	3,103,907.00	.00	3,103,907.00	236,565.82	102,703.46	2,500,198.96	19	2,891,582.74
	Fund 210 - Child Support Totals	\$0.00	\$0.00	\$0.00	\$122,451.67	(\$111,169.75)	\$213,873.21		(\$144,507.87)
	Grand Totals								
	REVENUE TOTALS	3,103,907.00	.00	3,103,907.00	359,017.49	.00	2,714,072.17	13	2,747,074.87
	EXPENSE TOTALS	3,103,907.00	.00	3,103,907.00	236,565.82	102,703.46	2,500,198.96	19	2,891,582.74



Brown County CSA Budget Performance Report thru Feb 28, 2015

Fiscal Year to Date 02/28/15
Include Rollup Account and Rollup to Account

Grand Totals	\$0.00	\$0.00	\$0.00	\$122,451.67	(\$102,703.46)	(\$111,169.75)	\$213,873.21	(\$144,507.87)
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Departmental Openings Summary-March 2015

To: Administration Committee

From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
		NO OPEN POSITIONS		

Ex: Transfer, Wage, Working Conditions

Departmental Openings Summary-April 2015

To: Administration Committee

From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold
Child Support Enforcement	4/1/2015	trial employment period	fill
Child Support Enforcement	4/30/2015	retirement	fill

Ex: Transfer, Wage, Working Conditions



Child Support Agency Director Summary March 2015

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/14	Brown YTD 2/28/14	Brown YTD 2/28/15	YTD Improvement 2014 vs 2015	State Average	Brown vs. State
Paternity Establish Rate	109.22%	98.16%	97.82%	-.34%	96.10%	+1.72%
Court Order Rate	89.16%	89.38%	89.94%	+	87.12%	+2.82%
Current Support Collection Rate	76.61%	76.22%	77.41%	+1.19%	73.64%	+3.77%
Arrears Collection Rate	69.01%	55.00%	55.82%	+.82%	54.00%	+1.82%

As of February 28, 2015	Brown County 09/30/14	Brown County As of 2/28/15	Difference 2014 vs 2015	Statewide total	Statewide % of increase
Caseload size	14,198	14,291	93 or .65%	367,768	+5%

Director Updates

STAFFING UPDATES

Child Support Specialist – Ms. Jessica Pomrening joined the Child Support team on March 12, 2015. Jessica comes to the agency with Bachelor's degree in Sociology and most recently worked for Aspiro providing case management services. She has experience incorporating new programs with her clients along with working with parents.

SPSK GRANT UPDATES

Curriculum– currently conducting 17th round of parenting and employment services classes which occur during the 2nd and 3rd weeks of each month from 9am-2pm in room 200. As of March 16, 2015, there are a total of 347 enrolled participants, 174 "regular" services and 173 "extra" services. Of the extra services group, 76% are now employed or have been employed while enrolled in the grant. An interesting statistic directly related to this percentage is that a staggering 20% of our extra services participants have become incarcerated or re-incarcerated while in the program. Continuing case management is ongoing for any extra services enrollee at any-time they are not employed.

WORK GROUP UPDATES -

Website – the group is making adjustments and testing the layout of the website. A meeting is planned to review the testing phase.

Clean Team– procedures put in place are working as designed, with new staff joining the agency; the committee will meet to divvy up duties for the upcoming year.

W: Drive – continuing maintenance as needed

Fun- Shine- The group is currently conducting a spring contest and will award prizes to the winner. Upcoming quarterly birthday celebrations have been announced.

Legal Clinic – The Legal Resource Clinic of Brown County will embark upon it's endeavors beginning March 17, 2015. (See the attached press release). A ribbon cutting ceremony is planned for 4pm, and comments from County Executive Troy Streckenbach as well as key stakeholders (Maria Lasecki, Brian Pelon, Karen Ferry, Attorney Laura Nelson and Natalie Juline) will be made. The agency has worked diligently to bring community partners together and implement the services of the clinic. The agency is thrilled to be able to offer another resource to our participants.

LEAN UPDATES & HAPPENINGS:

The agency is hosting a LEAN event March 25th and 26th in room 200 of the Northern Building. The team will map out the Review and Adjust process. Chad Doverspike from Port and Solid Waste and Scott Anthes from the Golf Course are facilitating.

Ashantae Burton, Laura Kowols and Amy Vann are all in LEAN facilitator training within the agency, however not within the county facilitator group. LEAN efforts will be internalized to get these staff up and running as facilitators so that additional LEAN events can be conducted within Child Support over the course of 2015.

EXECUTIVE

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



FOR IMMEDIATE RELEASE

Media Contacts:
Troy Streckenbach (920) 448-4001

Community Group Opens: Legal Resources of Brown County

[Attorneys & Paralegals Volunteer Free Legal Assist to Area residents]

(Brown County, WI) Starting March 17th, Legal Resources of Brown County will be offering information and assistance to low income residents who are unable to afford an attorney. The free service will be available every Tuesday from 4:00 p.m. to 7:00 p.m. within the job Services building located at 701 Cherry Street.

The clinic will focus on family law and landlord tenant issues. Volunteer paralegals will be available to help with legal forms used to file motions and help answer questions regarding court procedures like filing motions for change of child support, change of placement, child support enforcement and placement or visitation. Volunteer attorneys will also be available to answer questions regarding child support, custody, placement, paternity, court deposits/ refunds, evictions, tenant rights and landlord rights.

The founders of the clinic will be on hand to cut the ribbon along with Brown County Executive Troy Streckenbach, Brian Pelon from the Wisconsin Job Center, Attorney Laura Nelson from Globe University, Natalie Juline from Golden House, and Brown County Child Support Director Maria Lasecki. The Free Legal Clinic was only made possible through the efforts of community volunteers along with the donation of space, parking and other resources by the Wisconsin Job Center through the Department of Workforce Development, and the legal community.

There will be no fees charged for the service; however, volunteer attorneys cannot offer pro bono representation at this time. The group is hopeful that they will be able to provide that level of service in the future.

What: Grand Opening and Ribbon Cutting
Legal Resources of Brown County

Who: County Executive Streckenbach
Child Support Director Maria Lasecki
Brian Pelon, Laura Nelson and Natalie Juline

Where: Wisconsin Job Center Building
701 Cherry Street, Green Bay

When: March 17th, 4:00pm

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Disclaimer: Legal Resources of Brown County is a volunteer project and is not operated by or through the public entity Brown County or its municipalities



Child Support Agency Director Summary April 2015

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/14	Brown YTD 3/31/14	Brown YTD 3/31/15	YTD Improvement 2014 vs 2015	State Average	Brown vs. State
Paternity Establish Rate	109.22%	99.96%	99.20%	-.76%	97.39%	+1.81%
Court Order Rate	89.16%	89.49%	90.24%	+.75%	87.22%	+3.02%
Current Support Collection Rate	76.61%	76.63%	77.85%	+1.22%	74.03%	+3.82%
Arrears Collection Rate	69.01%	59.57%	60.39%	+.82%	58.05%	+2.34%

As of February 28, 2015	Brown County 09/30/14	Brown County As of 3/31/15	Difference 2014 vs 2015	Statewide total	Statewide % of increase
Caseload size	14,198	14,336	138	367,835	+6%

Director Updates

STAFFING UPDATES

Child Support Specialist – The agency will begin recruitment for 2 Specialist positions. One position was vacated April 1st and another position will be vacated on April 30th, due to a retirement. The candidates will be chosen from a “pool” of individuals interviewed from previous openings.

SPSK GRANT UPDATES

Curriculum–The agency is currently conducting the 18th round of parenting and employment services classes which normally occur during the 2nd and 3rd weeks of each month. Due to the Easter holiday, April’s curriculum was delayed by one week. As of April 13th, there are a total of 364 enrolled participants, 182 “regular” services and 182 “extra” services. Of the extra services group, 76% are employed or have been employed while enrolled in the grant.

BCS site visit–On April 6th, Patti Reiter, Section Chief from the WI Bureau of Child Support and Anna Fosdick, SPSK Project Manager, participated in a site visit with Brown County SPSK staff. The group held a partner meeting with Forward Services, Family Services and invited SPSK participants to attend and provide testimonials as to the impact the SPSK program has had on their lives. Thereafter, the presenting participants had lunch with agency staff, partners and the Bureau staff.

Year 3 CSPED Grantee Conference, Washington, DC–Maria Lasecki will be attending the annual CSPED conference in Washington with Mr. James Morris, from Forward Service Corp, on April 29–May 1st. All 8 participating states, and their respective site personnel, will convene at OCSE/DHS headquarters to discuss current employment/enrollment trends, participation and strategies relative to the federal grant as well as the status of proposed rule changes to the child support program, on whole.

MISCELLANEOUS

On March 26th, Maria met with Cheryl Corbeille and International Translators to address the alarming increase in Somali translation costs since the beginning of the year. As of that date, over \$1040 had been expended in 2015 for Somali translation, of which \$700 was billed for minimum call out fees although no services were actually rendered. Communication with Economic Support (which resulted in further investigation into their budgetary expenditures) revealed a similar trend. Efforts to ensure that our requirements, as an LEP agency, are being met while mitigating unnecessary expense for no-shows were quickly put into action. In response to the uptick in costs, a solid plan has been executed internally and a partnership with Forward Service Corp, for no cost interpretation, is also in place.

The annual BCS Director's Dialogue will take place in Stevens Point on April 16th-17th and Maria will attend on behalf of Brown County CSA.

A BCS developed presentation entitled "*What's the Rush*" was given at the Wisconsin Job Center to a W2 Focus Group by Maria Lasecki & Amy Vann in March. The intention is to develop a partnership with the BC Health Dept and begin offering this presentation, in collaboration, to middle schools and high schools within Brown County for the 2015-2016 school year. The premise of the presentation is designed to compel teens to consider the realities as well as the consequences of unplanned pregnancies.

The Child Support Agency is proud to have collected \$475 during the month of April for the United Way Jeans campaign. Collectively, this amounted to almost 80% department staff participation in the event.

WORK GROUP UPDATES

Team (Together Everyone Achieves More) – This group has diligently been working to make improvements in the following areas: review and adjust, issuance of bench warrants, and mail intake. Instructions for these processes are being developed and should be issued shortly. The group is also ensuring that our action to compel instructions are codified/current based upon recent changes made to internal customer service-related procedures.

Website – The group is has submitted informational sheets regarding child support services to the agency attorney for approval. Once approved, the information will be added to the website.

Fun- Shine–The group recently held an egg coloring contest. During lunch and breaks, staff could color eggs with supplies provided by Fun-Shine. Votes were gathered and a prize was awarded to the best decorated egg.

Legal Clinic– The Legal Resource Clinic of Brown County celebrated its grand opening on March 17th at the Wisconsin Job Center. Volunteers have, since, been able to address how best to create a flow from intake through completion of the visit. To date, a total of 27 community members have been served by the clinic. Referrals are being received from many community organizations including policy departments, Clerk of Courts, FCC, etc. Matters being addressed are equally split between family law and landlord/tenant issues.

LEAN UPDATES & HAPPENINGS:

The agency hosted a Review and Adjust LEAN event on March 25th-26th. A special thanks to Chad Doverspike, from Resource Recovery, and Scott Anthes, from the BC Golf Course, for facilitating the event.



Budget by Account Classification Report

Through 02/28/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	710 - Technology Services	Adopted Budget	Budget Amendments	Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE												
Intergov Revenue		363,336.00	.00	.00	363,336.00		19,253.36	.00	45,390.79	317,945.21	12	696,417.16
Public Charges		3,584.00	.00	.00	3,584.00		.00	.00	.00	3,584.00	0	71,724.00
Miscellaneous Revenue		4,398,679.00	.00	.00	4,398,679.00		275,399.44	.00	976,982.39	3,421,696.61	22	4,169,884.23
Other Financing Sources		164,175.00	.00	.00	164,175.00		10,678.58	.00	20,914.00	143,261.00	13	417,870.15
REVENUE TOTALS		\$4,929,774.00	\$0.00	\$0.00	\$4,929,774.00		\$305,331.38	\$0.00	\$1,043,287.18	\$3,886,486.82	21%	\$5,355,895.54
EXPENSE												
Personnel Costs		1,779,802.00	.00	.00	1,779,802.00		125,401.85	.00	269,671.52	1,510,130.48	15	1,651,387.97
Operating Expenses		3,480,696.00	.00	.00	3,480,696.00		221,574.34	434,798.02	857,067.14	2,188,830.84	37	3,283,251.82
Outlay		.00	.00	.00	.00		.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		\$5,260,498.00	\$0.00	\$0.00	\$5,260,498.00		\$346,976.19	\$434,798.02	\$1,126,738.66	\$3,698,961.32	30%	\$4,934,639.79
Fund 710 - Technology Services Totals												
REVENUE TOTALS		4,929,774.00	.00	.00	4,929,774.00		305,331.38	.00	1,043,287.18	3,886,486.82	21	5,355,895.54
EXPENSE TOTALS		5,260,498.00	.00	.00	5,260,498.00		346,976.19	434,798.02	1,126,738.66	3,698,961.32	30	4,934,639.79
Fund 710 - Technology Services Totals		(\$330,724.00)	\$0.00	\$0.00	(\$330,724.00)		(\$41,644.81)	(\$434,798.02)	(\$83,451.48)	\$187,525.50		\$421,255.75
Grand Totals												
REVENUE TOTALS		4,929,774.00	.00	.00	4,929,774.00		305,331.38	.00	1,043,287.18	3,886,486.82	21	5,355,895.54
EXPENSE TOTALS		5,260,498.00	.00	.00	5,260,498.00		346,976.19	434,798.02	1,126,738.66	3,698,961.32	30	4,934,639.79
Grand Totals		(\$330,724.00)	\$0.00	\$0.00	(\$330,724.00)		(\$41,644.81)	(\$434,798.02)	(\$83,451.48)	\$187,525.50		\$421,255.75

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Technology Services, Monthly Report, March 2015

Covers Feb 2015 Technology services activity

Items of Note

1. Microsoft Exchange Email Migration Completed as of 3/13 (2003 to 2013)
2. Secure File transfer live as of 3/16
3. 2016 Budget Process
 - a. 2016 through 2020 draft TS staffing plan continues.
 - b. Staff Reorganization – Note: 2016 Budget will show existing job titles. A separate resolution is planned be submitted in Dec 2015 or Jan 2016, with the updated titles and salaries and impact to budget if any.
 - c. Planning for 2016 Budget – continues.
4. 2015 Contract Renewals
5. Meeting Change Request due to fiber work
 - a) March 19th – Thursday - Engineering Work completed and bid packages submitted to Purchasing
 - b) March 23rd – Monday – 1st Legal Notice
 - c) March 30th – Monday – 2nd Legal Notice
 - d) April 8th – Wednesday – Bid Results due
 - e) April 13th – Monday – Email Information to Admin Committee for their review
 - f) April 15th – Wednesday – Seek Approval from Admin Committee to proceed with projects, if approved, asked County Board for approval at their April 15th Meeting

6. Staffing Report

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Network Support Specialist	10/31/2014	Transferred to another position	Hold	If approved will transfer funds to permit hiring of **SharePoint position
Premier Technician	1/21/2015	Terminated	Hold	If approved will transfer funds to permit hiring of **SharePoint position
SharePoint Administrator/Developer	NEW	Combining funding from noted positions above	Pending HR	Working with HR on job description and salary

- a. Goal is to hire a *SharePoint Administrator/Developer* now to permit the SharePoint project to start late this year rather than waiting till 2016 (project side funding is in 2015).
- b. To fund the position we plan to use existing Network Support and Premier position funds (budget neutral).
- c. Paperwork will take a number of weeks, and then approvals. Likely to be to Admin committee in April or May – after new Job Description and market assessment.
- d. No significant update for the March meeting.

Project/Activity Updates

7. Technology Services Closed 793 Work Orders for Feb 2015
8. 911 Phones and CAD (Computer Aided Dispatch) projects ongoing
9. Informacast voice system upgrade completed
10. Avatar "Community Programs" project ongoing – Lisa Kay Peters (new Project Manager) is reviewing overall project status
11. Employee ID-Badge Project underway – policy in progress; activity continues.
12. Human Services CCS billing changes nearly complete (major effort)

13. 121 Day storage and Squad/DTF storage are on site. Now scheduling hardware installation.
After hardware install software portion will kick off
14. Air Handling (HVAC) work in Sophie Beaumont data center started early March, on track to complete on schedule
15. Sheriff Squad Internet "modem" access project continues.



Technology Services, Monthly Report, April 2015

Covers March 2015 Technology services activity

Items of Note

1. 3/13 Microsoft Exchange Email Migration Completed
2. 3/16 Secure File transfer live
3. 3/31 Voice System Upgrade Completed – now starting on 911, Webex (online meetings), Jabber (instant messenger) and Voicemail/Email integration.
4. 3/31 Electrical System Outage 6am recovered by 10am. Working with facilities to avoid similar issues in the future.
5. Created Brown County email accounts for all County Board members
6. 2016 Budget Process.
 - a. 2016 through 2020 draft TS staffing plan continues.
 - b. Staff Reorganization – Note: 2016 Budget will show existing job titles. A separate resolution is planned be submitted in Dec 2015 or Jan 2016, with the updated titles and salaries and impact to budget if any.
 - c. Planning for 2016 Budget – continues.
7. Human Services CCS billing - complete (major effort) SUCCESS Billing finally cleared.
8. Air Handling (HVAC) work in Sophie Beaumont data center completed
9. Completed fingerprint system upgrade at Jail (upgraded from Win-XP)

10. Staffing Report

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Network Support Specialist	10/31/2014	Transferred to another position	Hold	If approved will transfer funds to permit hiring of **SharePoint position
Premier Technician	1/21/2015	Terminated	Hold	If approved will transfer funds to permit hiring of **SharePoint position
SharePoint Administrator/Developer	NEW	Combining funding from noted positions above	Pending HR	Working with HR on job description and salary STILL IN PROGRESS DUE TO CLASS/COMP

Goal is to hire a *SharePoint Administrator/Developer* now to permit the SharePoint project to start late this year rather than waiting till 2016 (project side funding is in 2015).

Project/Activity Updates

11. Technology Services Closed 870 Work Orders totaling 991 hours for March 2015
12. 911 Phones and CAD (Computer Aided Dispatch) projects ongoing
13. Human Services "Community Programs" project ongoing
14. Employee ID-Badge Project - activity continues.
15. 121 Day storage and Squad/DTF storage scheduling hardware installation. After hardware install software portion will kick off
16. Vendor Selected for Email Archive – initial PO completed
17. Upcoming: April 23rd Government Cyber Security Presentation and April 29th Public Cyber Security Presentation
18. Kicked off enterprise system backup upgrade (vendor assessment stage)
19. Kronos timekeeping software version upgrade kicking off

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
BROWN COUNTY CLASSIFICATION SALARY RANGE

WHEREAS, Sections 4.45 through 4.48 of the Brown County Code provide for a classification and compensation plan for Brown County employees; and

WHEREAS, the current classification and compensation plan was implemented in 2001. In 2002, the step increases in the plan were frozen; and

WHEREAS, since the implementation of the plan, there have been differences in annual adjustments between represented positions and non-represented positions, creating compensation inequities and compression issues; and

WHEREAS, Human Resources completed a comparison of all county positions with market and/or other comparable county positions ensuring internal and external equity; and

WHEREAS, Human Resources has reviewed the job duties of all positions and placed them into specific classification specifications; and

WHEREAS, as an initial step to pay market rate, Human Resources recommends adopting the attached Brown County Classification Salary Range.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the attached Brown County Classification Salary Range be approved effective May 1, 2015.

BE IT FURTHER RESOLVED that the current department budget will not be affected by the adoption of this resolution.

Respectfully submitted,

EXECUTIVE COMMITTEE

FISCAL NOTE: This resolution does not require an appropriation from the General Fund. This resolution changes the County's wage compensation plan from steps to a salary range.

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
1	OPEN	\$90,125	\$112,656	\$135,187	\$43.33	\$54.16	\$64.99
2	Corporation Counsel Director of Administration Director of Human Services	\$83,816	\$104,770	\$125,724	\$40.30	\$50.37	\$60.44
3	Airport Director Chief Information Officer Director of Port and Resource Recovery Director of Public Works	\$77,949	\$97,436	\$116,923	\$37.48	\$46.84	\$56.21
4	Advanced Practice Nurse Prescriber Director of NEW Zoo and Parks Human Resources Manager Human Services Administrator	\$72,492	\$90,616	\$108,739	\$34.85	\$43.57	\$52.28
5	Court Commissioner Deputy Assistant Corporation Counsel Director of Nursing (Hospital) Director of Public Safety Communications Engineering Services Manager Finance Manager Planning Director Psychologist	\$67,418	\$84,272	\$101,127	\$32.41	\$40.52	\$48.62
6	Director of Public Health Director, Child Support Program Highway Operations Manager	\$62,699	\$78,373	\$94,048	\$30.14	\$37.68	\$45.22
7	Assistant Corporation Counsel Change Management Facilitator Chief Medical Examiner Financial Supervisor Network Architect Nursing Supervisor Public Health Supervisor Senior Civil Engineer	\$58,310	\$72,887	\$87,465	\$28.03	\$35.04	\$42.05
8	Applications Supervisor Assistant Director of Public Safety Communications Building Services Superintendent Clinical Therapist County Conservationist Emergency Management Coordinator Environmental Health & Lab Supervisor Fleet Superintendent Golf Course Superintendent Human Services Manager Museum Director Operations Manager	\$54,228	\$67,785	\$81,342	\$26.07	\$32.59	\$39.11
9	Animals Curator Civil Engineer Economic Services Support Coordinator Environmental Health Sanitarian Highway Operations Superintendent Human Services Supervisor Project Manager Public Health Nurse Register in Probate Registered Nurse Risk Specialist Senior Financial Analyst Senior Planner Veteran's Services Officer	\$50,432	\$63,040	\$75,648	\$24.25	\$30.31	\$36.37

21

BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
10	Benefits & Payroll Coordinator	\$46,902	\$58,627	\$70,353	\$22.55	\$28.19	\$33.82
	Business Development Analyst						
	Community Health Educator						
	Electrician (Master)						
	Financial Analyst						
	Internal Auditor						
	Operations and Maintenance Supervisor						
Purchasing Specialist							
11	Building Services Supervisor	\$43,619	\$54,523	\$65,428	\$20.97	\$26.21	\$31.46
	Child Support Supervisor						
	Clinical Lab Services Supervisor						
	Corrections Corporal						
	Economic Support Supervisor						
	Health Information Services Coordinator						
	Senior Human Resource Generalist						
	Nutritional Services Coordinator						
	Operations Supervisor						
	Planner						
	Property Lister						
Shelter Care Supervisor							
12	Chief Deputy Clerk	\$40,565	\$50,707	\$60,848	\$19.50	\$24.38	\$29.25
	Conservation Specialist						
	Education Specialist						
	Electrician (Journey)						
	Engineering Technician						
	GIS Specialist						
	Land Use Specialist						
	Maintenance Service Mechanic II						
	Medical Technologist						
	Museum Specialist						
	Programmer						
	Radio Communications Specialist						
	Recreation Therapist						
	Resource Recovery Specialist						
	Social Worker						
	Substance Abuse Counselor						
	Systems Specialist						
	Victim/Witness Coordinator						
13	Airport Operations Officer	\$37,726	\$47,157	\$56,589	\$18.14	\$22.67	\$27.21
	Correctional Officer						
	Court Reporter						
	Data Telecommunications Specialist						
	GIS & Database Analyst						
	Human Resources Generalist						
	Law Clerk						
	Maintenance Service Mechanic I						
	Mechanic						
	Media Technician						
	Network Support Specialist						
	Paralegal						
	Park Services Specialist						
	Property Listing Specialist						
	Telecommunications Operator II						
Zookeeper							
14	Administrative Assistant II	\$35,085	\$43,856	\$52,628	\$16.87	\$21.08	\$25.30
	Certified Occupational Therapist Assistant						
	Department Assistant						
	Emergency Management Specialist						
	Food Service Supervisor						
	Guest Services Coordinator						
	Heavy Equipment Operator						
	Lab Technician						
	Legal Assistant						

BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
	Licensed Practical Nurse						
	Network Support Clerk						
	Payroll Specialist						
	Registered Health Information Tech (RHIT)						
	Telecommunications Operator I						
15	Child Support Specialist Operations Assistant Victim/Witness Program Assistant	\$32,629	\$40,786	\$48,944	\$15.69	\$19.61	\$23.53
16	Account Clerk Deputy Medical Examiner Economic Support Specialist Fraud Investigator Aide Maintenance Services Associate	\$30,345	\$37,931	\$45,518	\$14.59	\$18.24	\$21.88
17	Administrative Assistant I Human Services Support Specialist Youth Care Worker	\$28,221	\$35,276	\$42,331	\$13.57	\$16.96	\$20.35
18	Open	\$26,245	\$32,807	\$39,368	\$12.62	\$15.77	\$18.93
19	Certified Nursing Assistant Cook	\$24,408	\$30,510	\$36,612	\$11.73	\$14.67	\$17.60
20	Administrative Clerk Assistant Zookeeper Building Services Associate	\$22,700	\$28,375	\$34,050	\$10.91	\$13.64	\$16.37
21	OPEN	\$21,111	\$26,388	\$31,666	\$10.15	\$12.69	\$15.22
22	Bailiff Food Service Associate	\$19,633	\$24,541	\$29,449	\$9.44	\$11.80	\$14.16
23	Husbandry Assistant	\$18,259	\$22,823	\$27,388	\$8.78	\$10.97	\$13.17
24	Guest Services Associate	\$16,981	\$21,226	\$25,471	\$8.16	\$10.20	\$12.25

Minimum and maximum values are calculated +/- 20% around midpoint
Progression between midpoints 7% .

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/31/15
REQUEST TO: Executive Committee
MEETING DATE: 04/06/15
REQUEST FROM: Warren Kraft
Human Resources Director
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Brown County Classification Salary Range

ISSUE/BACKGROUND INFORMATION:

An extensive study took place comparing all county positions with market and/or other comparable county positions ensuring internal and external equity. As a result of this study, all positions were placed into specific classification specifications and the Brown County Classification Salary Range was determined.

ACTION REQUESTED:

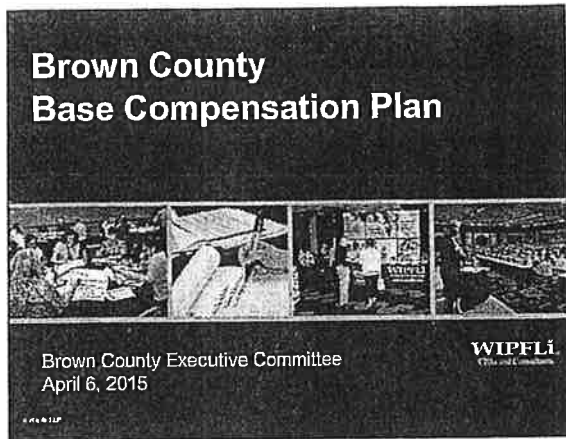
Approval of the Brown County Classification Salary Range as an initial step to pay market rate.

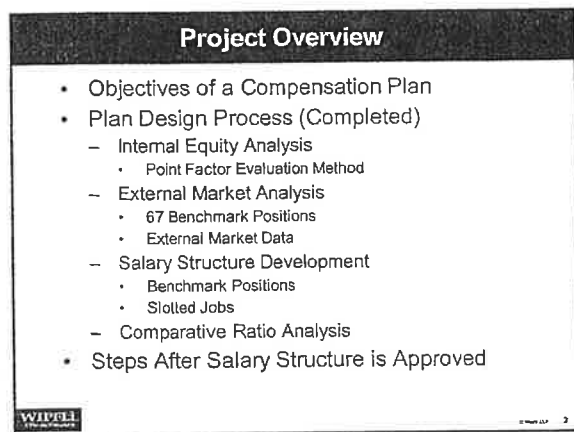
FISCAL IMPACT:

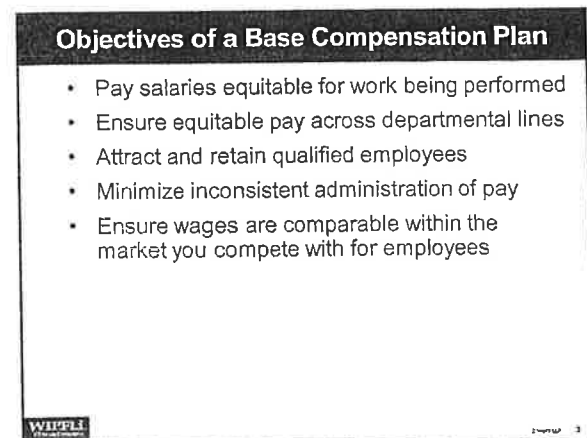
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account?
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**









Process

- Created a County Project Team (Brown County)
- Created Classification Specifications (Project Team)
- Performed an internal equity analysis (Project Team)
- Conducted an external market analysis (Wipfli)
- Designed a salary structure (Wipfli)
- Conducted a comparative ratio analysis (Wipfli)


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
**Created Classification Specifications
(Class Specs)**

- Position Description Questionnaires submitted by departments specifying actual duties
- Like positions lumped into same Class Spec
- A point factor evaluation system was applied to each Class Spec which determined internal equity points
- Factors used:
 - **Skills** – education and experience
 - **Responsibilities** – scope/level, leadership/administrative, public/customer relations, budget impact, and complexity/impact
 - **Effort** – physical exertion/environmental hazards


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Internal Equity Analysis

- Conducted an internal equity analysis to determine the relative value of each position to other positions within the County on the basis of compensable factors.
- The internal equity analysis was conducted by the County Project Team for all positions, then reviewed by Wipfli.
- The result of the analysis was a ranking of the Class Specs starting from the position with the top number of points to the position with the bottom number of points.


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External Market Analysis

- An external market analysis determined the market value of each Class Spec by comparing it to published compensation survey data and wage data for comparable counties. (Outagamie, Winnebago and Racine)
- For each benchmark Class Spec, a midpoint was calculated using this survey and other county wage data.
- Used the functions of the Class Spec to match the survey data, not job title.

WIPFLI
www.wipfli.com

External Market Sample

WIPELI
(Pencil and Graphite)

BROWN COUNTY

Account Name / For Budget Purpose		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78																								

Leaf is not used as a tea, weight and shape not used as a name marker.
The following formulae are used in the text:

Any Time

Case

WIPFLI

Designing the Salary Structure

- The salary structure design was created utilizing the Internal Equity Analysis and External Market Analysis.
- Typically, the External Market Analysis will be the primary consideration for the development and placement of positions within the salary structure.
- The benchmark positions were sorted and grouped by external market value with like midpoints grouped together.

WIFFLI

Brown County Salary Structure

- The salary structure begins with the top paid position. Subsequent ranges are then developed on the basis of the remaining pay groups.
- Brown County has a 7% progression between midpoints of each pay grade.
- Each pay grade is 20% +/- the midpoint.
- All Class Specs were incorporated into the salary structure.
 - Benchmark positions (67 Class Specs – 969 employees)
 - Slotted positions (77 Class Specs – 309 employees)

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Brown County Salary Structure

- Preliminary salary structure reviewed to determine if the pay groups made sense within the County.
- Considered the Internal Equity Analysis and made any necessary adjustments on the basis of the relative value of the positions within the County.
 - Internal equity is considered if the value of the position internally differs from the external market or if external market data is unavailable.

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Comparative Ratio Analysis

This analysis allows the County to determine where current rates of employee pay fall in relationship to the newly established salary structure midpoints.

- Brown County's average compa-ratio is 102%. This is the average compa-ratio of all Brown County employees.
- Pay grades 1-11 had a compa-ratio of 98%
- Pay grades 12-23 had a compa-ratio of 103%

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**BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES**

Pay Grade	Job Title	Minimum	Annual	Maximum	Hourly		
			Midpoint		Minimum	Midpoint	Maximum
BENCHMARK POSITIONS							
1	OPEN	\$90,125	\$112,656	\$135,187	\$43.33	\$54.16	\$64.99
2	Corporation Counsel Director of Administration Director of Human Services	\$83,816	\$104,770	\$125,724	\$40.30	\$50.37	\$60.44
3	Airport Director Chief Information Officer Director of Port and Resource Recovery Director of Public Works	\$77,949	\$97,436	\$116,923	\$37.48	\$46.84	\$56.21
4	Advanced Practice Nurse Prescriber Director of NEW Zoo and Parks Human Resources Manager Human Services Administrator	\$72,492	\$90,616	\$108,739	\$34.85	\$43.57	\$52.28
5	Court Commissioner Deputy Assistant Corporation Counsel Director of Nursing (Hospital) Director of Public Safety Communications Engineering Services Manager Finance Manager Planning Director Psychologist	\$67,418	\$84,272	\$101,127	\$32.41	\$40.52	\$48.62
6	Director of Public Health Director, Child Support Program Highway Operations Manager	\$62,699	\$78,373	\$94,048	\$30.14	\$37.68	\$45.22
7	Assistant Corporation Counsel Change Management Facilitator Chief Medical Examiner Financial Supervisor Network Architect Nursing Supervisor Principle Planner Public Health Supervisor Senior Civil Engineer	\$58,310	\$72,887	\$87,465	\$28.03	\$35.04	\$42.05
8	Applications Supervisor Assistant Director of Public Safety Communications Building Services Superintendent Clinical Therapist County Conservationist Emergency Management Coordinator Environmental Health & Lab Supervisor Fleet Superintendent Golf Course Superintendent Human Services Manager Museum Director Operations Manager	\$54,228	\$67,785	\$81,342	\$26.07	\$32.59	\$39.11
9	Animals Curator Civil Engineer Economic Services Support Coordinator Environmental Health Sanitarian Highway Operations Superintendent Human Services Supervisor Project Manager Public Health Nurse Register in Probate Registered Nurse Risk Specialist Senior Financial Analyst Senior Planner Veteran's Services Officer	\$50,432	\$63,040	\$75,648	\$24.25	\$30.31	\$36.37

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BROWN COUNTY CLASSIFICATION SALARY RANGE

2015 SALARY RANGES

Pay Grade	Job Title	Minimum	Annual Midpoint	Maximum	Minimum	Hourly Midpoint	Maximum
BENCHMARK POSITIONS							
10	Benefits & Payroll Coordinator Business Development Analyst Community Health Educator Electrician (Master) Financial Analyst Operations and Maintenance Supervisor Purchasing Specialist	\$46,902	\$58,627	\$70,353	\$22.55	\$28.19	\$33.82
11	Building Services Supervisor Child Support Supervisor Clinical Lab Services Supervisor Corrections Corporal Economic Support Supervisor Health Information Services Coordinator Nutritional Services Coordinator Operations Supervisor Planner Senior Human Resource Generalist Shelter Care Supervisor	\$43,619	\$54,523	\$65,428	\$20.97	\$26.21	\$31.46
12	Chief Deputy Clerk Conservation Specialist Education Specialist Electrician (Journey) Engineering Technician Maintenance Service Mechanic II Medical Technologist Museum Specialist Programmer Radio Communications Specialist Recreation Therapist Resource Recovery Specialist Social Worker Substance Abuse Counselor Systems Specialist Telecommunications Operator III Victim/Witness Coordinator	\$40,565	\$50,707	\$60,848	\$19.50	\$24.38	\$29.25
13	Airport Operations Officer Correctional Officer Court Reporter Data Telecommunications Specialist GIS & Database Analyst Human Resources Generalist Law Clerk Maintenance Service Mechanic I Mechanic Media Technician Network Support Specialist Paralegal Park Services Specialist Property Using Specialist Telecommunications Operator II Zookeeper	\$37,726	\$47,157	\$56,589	\$18.14	\$22.67	\$27.21
14	Administrative Assistant II Certified Occupational Therapist Assistant Department Assistant Emergency Management Specialist Food Service Supervisor Guest Services Coordinator Heavy Equipment Operator Lab Technician Legal Assistant Licensed Practical Nurse Network Support Clerk Payroll Specialist Registered Health Information Tech (RHIT) Telecommunications Operator I	\$35,085	\$43,856	\$52,628	\$16.87	\$21.08	\$25.30
15	Solid Support Specialist	\$32,629	\$40,786	\$48,944	\$15.69	\$19.61	\$23.53

BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

Pay Grade	Job Title	Minimum	Annual Midpoint	Maximum	Minimum	Hourly Midpoint	Maximum
BENCHMARK POSITIONS							
	Operations Assistant Victim/Witness Program Assistant						
16	Account Clerk Deputy Medical Examiner Economic Support Specialist Fraud Investigator Aide Maintenance Services Associate	\$30,345	\$37,931	\$45,518	\$14.59	\$18.24	\$21.88
17	Administrative Assistant I Human Services Support Specialist Youth Care Worker	\$28,221	\$35,276	\$42,331	\$13.57	\$16.96	\$20.35
18	Open	\$26,245	\$32,807	\$39,368	\$12.62	\$15.77	\$18.93
19	Administrative Clerk Certified Nursing Assistant Cook	\$24,408	\$30,510	\$36,612	\$11.73	\$14.67	\$17.60
20	Assistant Zookeeper Building Services Associate	\$22,700	\$28,375	\$34,050	\$10.91	\$13.64	\$16.37
21	OPEN	\$21,111	\$26,388	\$31,666	\$10.15	\$12.69	\$15.22
22	Bailiff Food Service Associate	\$19,633	\$24,541	\$29,449	\$9.44	\$11.80	\$14.16
23	Husbandry Assistant	\$18,259	\$22,823	\$27,388	\$8.78	\$10.97	\$13.17
24	Guest Services Associate	\$16,981	\$21,226	\$25,471	\$8.16	\$10.20	\$12.25

Minimum and maximum values are calculated +/- 20% around midpoint
Progression between midpoints 7% .

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BROWN COUNTY

2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

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BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

Pay Range	Job Title	Dapt	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
	ELITE CLERICAL POSITIONS								
	Emergency Management Coordinator	Public Safety Communications	\$26.07	\$32.59	\$39.11	89%			2
	Environmental Health & Lab Supervisor	Health	\$26.07	\$32.59	\$39.11	98%			3
	Fleet Superintendent	Public Works	\$26.07	\$32.59	\$39.11				
	Golf Course Superintendent	Golf Course	\$26.07	\$32.59	\$39.11	99%			3
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	105%			4
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	104%			3
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	113%			4
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	105%			4
	Museum Director	Museum	\$26.07	\$32.59	\$39.11	105%			4
	Operations Manager	NEW Zoo & Parks	\$26.07	\$32.59	\$39.11	99%			3
	Operations Manager	Port & Resource Recovery	\$26.07	\$32.59	\$39.11	104%			3
	Operations Manager	Airport	\$26.07	\$32.59	\$39.11				
9	Animals Curator	NEW Zoo & Parks	\$24.25	\$30.31	\$36.37	84%			1
	Civil Engineer	Public Works	\$24.25	\$30.31	\$36.37	79%	below minimum	\$676	0
	Civil Engineer	Land and Water Con	\$24.25	\$30.31	\$36.37	81%			1
	Civil Engineer	Land and Water Con	\$24.25	\$30.31	\$36.37	81%			1
	Civil Engineer	Land and Water Con	\$24.25	\$30.31	\$36.37	98%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	99%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37				
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	99%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	98%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	98%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	107%			4
	Highway Operations Superintendent	Public Works	\$24.25	\$30.31	\$36.37	107%			4
	Highway Operations Superintendent	Public Works	\$24.25	\$30.31	\$36.37	107%			4
	Highway Operations Superintendent	Public Works	\$24.25	\$30.31	\$36.37	107%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	110%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	109%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	110%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	104%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	126%	at or above maximum		6
	Project Manager	Technology Services	\$24.25	\$30.31	\$36.37	105%			3
	Project Manager	Technology Services	\$24.25	\$30.31	\$36.37				
	Project Manager	Technology Services	\$24.25	\$30.31	\$36.37				
	Project Manager	Administration	\$24.25	\$30.31	\$36.37	102%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	99%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Health Services Manager	Health	\$24.25	\$30.31	\$36.37	107%			4
	Register in Probate	Circuit Courts	\$24.25	\$30.31	\$36.37	91%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	99%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	84%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	88%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	84%			1
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	85%			1

BROWN COUNTY

2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
	BENCHMARK POSITIONS								
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	96%			
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			2
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			5
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	112%			5
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			4
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	112%			5
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			4
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	112%			5
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			4
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	112%			5
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			4
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	112%			5
	Registered Nurse	Human Services	\$24.25	\$30.31	\$36.37	113%			4
	Risk Specialist	Human Services	\$24.25	\$30.31	\$36.37	113%			5
	Senior Financial Analyst	Administration	\$24.25	\$30.31	\$36.37	117%	approaching maximum		5
	Senior Financial Analyst	Administration	\$24.25	\$30.31	\$36.37	93%			2
	Senior Financial Analyst	Administration	\$24.25	\$30.31	\$36.37	103%			3
	Senior Financial Analyst	Administration	\$24.25	\$30.31	\$36.37	98%			3
	Senior Financial Analyst	Administration	\$24.25	\$30.31	\$36.37	98%			3
	Senior Financial Analyst	Administration	\$24.25	\$30.31	\$36.37	98%			3
	Senior Financial Analyst	Board Office	\$24.25	\$30.31	\$36.37	104%			3
	Senior Planner	Public Works	\$24.25	\$30.31	\$36.37	111%			4
	Senior Planner	Planning	\$24.25	\$30.31	\$36.37	104%			3
	Senior Planner	Planning	\$24.25	\$30.31	\$36.37	101%			3
	Senior Planner	Planning	\$24.25	\$30.31	\$36.37	96%			2
	Senior Planner	Planning	\$24.25	\$30.31	\$36.37	89%			1
	Veterans Services Officer	Veterans Office	\$24.25	\$30.31	\$36.37	89%			1
			\$24.25	\$30.31	\$36.37	96%			2
10	Details & Payroll Coordinator								
	Business Development Analyst	Human Resources	\$22.55	\$28.19	\$33.82	110%			4
	Community Health Educator	Port & Resource Recovery	\$22.55	\$28.19	\$33.82	115%			5
	Community Health Educator	Health	\$22.55	\$28.19	\$33.82	91%			2
	Community Health Educator	Health	\$22.55	\$28.19	\$33.82	83%			1
	Community Health Educator	Health	\$22.55	\$28.19	\$33.82	81%			1
	Community Health Educator	Health	\$22.55	\$28.19	\$33.82	81%			1
	Community Health Educator	Health	\$22.55	\$28.19	\$33.82	81%			1
	Director of Master	Airport	\$22.55	\$28.19	\$33.82	81%			1
	Director of Master	Airport	\$22.55	\$28.19	\$33.82	109%			4
	Director of Master	Airport	\$22.55	\$28.19	\$33.82	107%			4
	Financial Analyst	Public Works	\$22.55	\$28.19	\$33.82	109%			4
	Financial Analyst	Administration	\$22.55	\$28.19	\$33.82	96%			4
	Financial Analyst	Treasurer Office	\$22.55	\$28.19	\$33.82	82%			2
	Financial Analyst	Administration	\$22.55	\$28.19	\$33.82	96%			1
	Financial Analyst	Administration	\$22.55	\$28.19	\$33.82	93%			2
	Financial Analyst	Clerk of Courts	\$22.55	\$28.19	\$33.82	100%			2
	Financial Analyst	Human Services	\$22.55	\$28.19	\$33.82	112%			3
	Operations and Maintenance Supervisor	Airport	\$22.55	\$28.19	\$33.82	100%			4
	Operations and Maintenance Supervisor	Airport	\$22.55	\$28.19	\$33.82	98%			3
	Purchasing Specialist	Administration	\$22.55	\$28.19	\$33.82	113%			3
									4
1	Building Services Supervisor								
	Child Support Supervisor	Public Works	\$20.97	\$26.21	\$31.46	106%			4

BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS vs 50th PERCENTILE BENCHMARK POSITIONS (2-15-2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
	REPLACEMENT POSITIONS								
	Health Information Services Coordinator	Human Services	\$20.97	\$26.21	\$31.46	107%			4
	Health Information Services Coordinator	Human Services	\$20.97	\$26.21	\$31.46	118%	approaching maximum		5
	District Attorney	District Attorney	\$20.97	\$26.21	\$31.46	82%			1
	NEW Zoo & Parks	NEW Zoo & Parks	\$20.97	\$26.21	\$31.46	108%			4
	Human Services	Human Services	\$20.97	\$26.21	\$31.46	108%			4
	Public Works	Public Works	\$20.97	\$26.21	\$31.46	92%			2
	Clerk of Courts	Clerk of Courts	\$20.97	\$26.21	\$31.46	95%			2
	Public Safety Communications	Public Safety Communications	\$20.97	\$26.21	\$31.46	97%			2
	Golf Course	Golf Course	\$20.97	\$26.21	\$31.46	97%			3
	Public Safety Communications	Public Safety Communications	\$20.97	\$26.21	\$31.46	98%			3
	Public Safety Communications	Public Safety Communications	\$20.97	\$26.21	\$31.46	98%			3
	Public Safety Communications	Public Safety Communications	\$20.97	\$26.21	\$31.46	98%			3
	Public Safety Communications	Public Safety Communications	\$20.97	\$26.21	\$31.46	98%			3
	Public Safety Communications	Public Safety Communications	\$20.97	\$26.21	\$31.46	98%			3
	NEW Zoo & Parks	NEW Zoo & Parks	\$20.97	\$26.21	\$31.46	102%			3
	Human Services	Human Services	\$20.97	\$26.21	\$31.46	87%			1
	NEW Zoo & Parks	NEW Zoo & Parks	\$20.97	\$26.21	\$31.46	86%			1
	Courts	Courts	\$20.97	\$26.21	\$31.46	86%			1
	NEW Zoo & Parks	NEW Zoo & Parks	\$20.97	\$26.21	\$31.46	94%			2
	Planner	Planning	\$20.97	\$26.21	\$31.46	113%			5
	Planner	Planning	\$20.97	\$26.21	\$31.46	87%			1
	Planner	Planning	\$20.97	\$26.21	\$31.46	83%			1
	Planner	Planning	\$20.97	\$26.21	\$31.46	81%			1
	Planner	Planning	\$20.97	\$26.21	\$31.46	81%			1
	Planner	Planning	\$20.97	\$26.21	\$31.46	82%			1
	Planner	Public Works	\$20.97	\$26.21	\$31.46	131%	at or above maximum		6
	Planner	Public Works	\$20.97	\$26.21	\$31.46	106%			4
	Human Resources	Human Resources	\$20.97	\$26.21	\$31.46	106%			4
	Shelter Care Supervisor	Human Services	\$20.97	\$26.21	\$31.46	97%			3
	Shelter Care Supervisor	Human Services	\$20.97	\$26.21	\$31.46	108%			4
12	Chief Deputy	County Clerk	\$19.50	\$24.38	\$29.25	102%			3
	Chief Deputy	Register of Deeds	\$19.50	\$24.38	\$29.25	102%			3
	Chief Deputy	Treasurer	\$19.50	\$24.38	\$29.25	108%			4
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	107%			4
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	104%			3
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	89%			1
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	101%			3
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	101%			3
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	101%			3
	Land and Water Con	Land and Water Con	\$19.50	\$24.38	\$29.25	124%	at or above maximum		6
	NEW Zoo & Parks	NEW Zoo & Parks	\$19.50	\$24.38	\$29.25	82%			1
	Education Specialist	Museum	\$19.50	\$24.38	\$29.25	87%			1
	Electrician (Journey)	Public Works	\$19.50	\$24.38	\$29.25	107%			4
	Planning	Planning	\$19.50	\$24.38	\$29.25	88%			1
	Public Works	Public Works	\$19.50	\$24.38	\$29.25	107%			4
	Public Works	Public Works	\$19.50	\$24.38	\$29.25	107%			4
	Public Works	Public Works	\$19.50	\$24.38	\$29.25	101%			3
	Public Works	Public Works	\$19.50	\$24.38	\$29.25	104%			3
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Museum Specialist	Museum	\$19.50	\$24.38	\$29.25				
	Museum Specialist	Museum	\$19.50	\$24.38	\$29.25	101%			3
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	127%	at or above maximum		6
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	127%	at or above maximum		6
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	127%	at or above maximum		6
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	127%	at or above maximum		6
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	123%	at or above maximum		6
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	117%	approaching maximum		5
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	116%	approaching maximum		5
	Programmer	Technology Services	\$19.50	\$24.38	\$29.25	117%	approaching maximum		5
	Radio Communications Specialist	Public Safety Communications	\$19.50	\$24.38	\$29.25	105%			4
	Recreation Therapist	Human Services	\$19.50	\$24.38	\$29.25	115%			5
	Resource Recovery Specialist	Port & Resource Recovery	\$19.50	\$24.38	\$29.25	105%			4
	Resource Recovery Specialist	Port & Resource Recovery	\$19.50	\$24.38	\$29.25	99%			3
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	114%			5
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	115%			5
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	89%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	90%			2
	Human Services	Human Services	\$19.50	\$24.38	\$29.25	90%			2

EROWA COUNTY

[illegible]

BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2/13/2015)

[illegible]

BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
BENCHMARK POSITIONS									
14	Administrative Assistant II	Administration	\$16.87	\$21.08	\$25.30	101%			3
	Administrative Assistant II	Airport	\$16.87	\$21.08	\$25.30	110%			4
	Administrative Assistant II	Board Office	\$16.87	\$21.08	\$25.30	88%			1
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30	95%			2
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30	95%			2
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30				
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30	89%			1
	Administrative Assistant II	Human Resources	\$16.87	\$21.08	\$25.30	111%			4
	Administrative Assistant II	County Clerk	\$16.87	\$21.08	\$25.30	98%			3
	Administrative Assistant II	County Clerk	\$16.87	\$21.08	\$25.30	96%			2
	Administrative Assistant II	Executive	\$16.87	\$21.08	\$25.30	90%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	96%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	85%			1
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	115%			5
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	80%	below minimum	\$115	0
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	89%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	85%			1
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	90%			2
	Administrative Assistant II	NEW Zoo & Parks	\$16.87	\$21.08	\$25.30	80%			1
	Administrative Assistant II	Planning	\$16.87	\$21.08	\$25.30				
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	93%			2
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	85%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	82%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	82%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Technology Services	\$16.87	\$21.08	\$25.30	98%			3
	Administrative Assistant II	Veterans Office	\$16.87	\$21.08	\$25.30	96%			2
	Certified Occupational Therapist Assistant	Human Services	\$16.87	\$21.08	\$25.30	88%			1
	Certified Occupational Therapist Assistant	Human Services	\$16.87	\$21.08	\$25.30	88%			1
	Certified Occupational Therapist Assistant	Human Services	\$16.87	\$21.08	\$25.30	88%			1
	Department Assistant	NEW Zoo & Parks	\$16.87	\$21.08	\$25.30	80%			1
	Department Assistant	Public Works	\$16.87	\$21.08	\$25.30	84%			1
	Department Assistant	Public Safety Communications	\$16.87	\$21.08	\$25.30	85%			1
	Department Assistant	Human Services	\$16.87	\$21.08	\$25.30				
	Department Assistant	Planning	\$16.87	\$21.08	\$25.30				
	Department Assistant	Corporation Counsel	\$16.87	\$21.08	\$25.30	96%			2
	Department Assistant	Sheriff	\$16.87	\$21.08	\$25.30	105%			3
	Department Assistant	Health	\$16.87	\$21.08	\$25.30	108%			4
	Department Assistant	Airport	\$16.87	\$21.08	\$25.30	121%	at or above maximum		6
	Emergency Management Specialist	Public Safety Communications	\$16.87	\$21.08	\$25.30	93%			2
	Food Service Supervisor	Human Services	\$16.87	\$21.08	\$25.30	115%			5
	Garage Services Coordinator	NEW Zoo & Parks	\$16.87	\$21.08	\$25.30	84%			1
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	110%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	106%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works							

BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)

[illegible]

2015 COMPARATIVE RATIO ANALYSIS @ 50TH PERCENTILE BENCHMARK POSITIONS (2.13.2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
	BENCHMARK POSITIONS								
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			1
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30				2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Network Support Clerk	Technology Services	\$16.87	\$21.08	\$25.30	105%			3
	Network Support Clerk	Technology Services	\$16.87	\$21.08	\$25.30	83%			1
	Payroll Specialist	Human Resources	\$16.87	\$21.08	\$25.30	100%			3
	Payroll Specialist	Human Resources	\$16.87	\$21.08	\$25.30	90%			2
	Registered Health Information Tech (RHIT)	Human Services	\$16.87	\$21.08	\$25.30	93%			2
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
15	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	105%			4
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	102%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	104%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	104%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53				3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	101%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	102%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	102%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53	102%			3
	Child Support Specialist	Child Support	\$15.69	\$19.61	\$23.53				3
	Operations Assistant	Administration	\$15.69	\$19.61	\$23.53	120%			5
	Operations Assistant	Human Services	\$15.69	\$19.61	\$23.53	144%	at or above maximum		6
	Operations Assistant	Public Works	\$15.69	\$19.61	\$23.53	123%	at or above maximum		6
	Operations Assistant	Human Services	\$15.69	\$19.61	\$23.53	112%			4
	Victim/Witness Program Assistant	District Attorney	\$15.69	\$19.61	\$23.53	89%			2
16	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	97%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	97%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	96%			2
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	97%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	104%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	104%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	90%			2
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	91%			2
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	100%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	100%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88				
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3
	Account Clerk	Public Works	\$14.59	\$18.24	\$21.88	98%			3
	Account Clerk	Administration	\$14.59	\$18.24	\$21.88	113%			5
	Account Clerk	Sheriff	\$14.59	\$18.24	\$21.88	106%			4
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	96%			2
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	97%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	97%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	108%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	108%			4
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	101%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3
	Account Clerk	Human Services	\$14.59	\$18.24	\$21.88	103%			3

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BROWN COUNTY
2016 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

[illegible]

BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50TH PERCENTILE BENCHMARK POSITIONS (2.13.2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
BENCHMARK POSITIONS									
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	96%			2
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	84%			1
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	84%			1
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	92%			2
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	92%			2
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	84%			1
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	96%			2
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	96%			2
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	97%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88				
	Fraud Investigator Aide	Human Services	\$14.59	\$18.24	\$21.88	99%			3
	Fraud Investigator Aide	Human Services	\$14.59	\$18.24	\$21.88	105%			3
		Human Services	\$14.59	\$18.24	\$21.88	107%			4
17	Administrative Assistant I	Administration	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant I	Airport	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Board Office	\$13.57	\$16.96	\$20.35	91%			2
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	96%			2
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	79%	below minimum	\$400	0
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	79%	below minimum	\$400	0
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	75%	below minimum	\$1,666	0
	Administrative Assistant I	Child Support	\$13.57	\$16.96	\$20.35	71%	below minimum	\$3,280	0
	Administrative Assistant I	Circuit Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	94%			2
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	92%			2
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	79%	below minimum	\$195	0
	Administrative Assistant I	Clerk of Courts	\$13.57	\$16.96	\$20.35	79%	below minimum	\$427	0
	Administrative Assistant I	County Clerk	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	District Attorney	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	District Attorney	\$13.57	\$16.96	\$20.35	79%	below minimum	\$427	0
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	95%			2
	Administrative Assistant I	Health	\$13.57	\$16.96	\$20.35	88%			1
	Administrative Assistant I	Human Resources	\$13.57	\$16.96	\$20.35	117%	approaching maximum		5
	Administrative Assistant I	Human Resources	\$13.57	\$16.96	\$20.35	110%			4
	Administrative Assistant I	Human Resources	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	102%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	102%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	79%	below minimum	\$427	0
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	101%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	97%			2
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	87%			1
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	87%			1
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	105%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	119%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				

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BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2-13-2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
BENCHMARK POSITIONS									
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	100%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	108%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	71%	below minimum	\$3,280	0
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	97%			2
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	94%			2
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	119%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	101%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	101%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	109%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	109%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	109%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	100%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	88%			1
	Administrative Assistant I	Medical Examiner	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Museum	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Planning	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant I	Planning	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Port & Resource Recovery	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	100%			3
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	95%			2
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	120%			5
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	110%			4
	Administrative Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	109%			4
	Administrative Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	109%			4
	Administrative Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	105%			3
	Administrative Assistant I	Technology Services	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	Technology Services	\$13.57	\$16.96	\$20.35	88%			1
	Administrative Assistant I	Treasurer Office	\$13.57	\$16.96	\$20.35	114%			5
	Administrative Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	109%			4
	Administrative Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	105%			3
	Administrative Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	94%			2
	Administrative Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	100%			3
	Administrative Assistant I	Veterans Office	\$13.57	\$16.96	\$20.35	101%			3
	Administrative Assistant I	Veterans Office	\$13.57	\$16.96	\$20.35	101%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	102%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Administrative Assistant I	Human Services	\$13.57	\$16.96	\$20.35	107%			4

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BROWN COUNTY

2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

[illegible]

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BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

[illegible]

BROWN COUNTY
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
	BENCHMARK POSITIONS								
21	OPEN		\$10.15	\$12.69	\$15.22				
22	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	95%			2
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	114%			5
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	115%			5
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	140%	at or above maximum		6
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	151%	at or above maximum		6
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	151%	at or above maximum		6
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	96%			2
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	140%	at or above maximum		6
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16				
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16				
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	95%			2
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	115%			5
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	95%			2
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	95%			2
	Food Service Associate	Human Services	\$9.44	\$11.80	\$14.16	126%	at or above maximum		6
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0
	Bailiff	Circuit Courts	\$9.44	\$11.80	\$14.16	79%	below minimum	\$20	0

CR AVERAGE 102%	Estimated Impact of Bringing Employees To Minimum of Range Assuming All Employees Work 2080 hours*	\$20,463
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BROWN COUNTY **IMPACT OF MERIT INCREASE DECISIONS WORKSHEET (2.13.2015)**

Example

TARGET DATE FOR CONSIDERATION AND IMPLEMENTATION 2016

Cell Contribution Payout = P x C x G

P = Proportion in performance rating category*

C = Proportion in position-in-range category as a result of the comparative ratio analysis**

G = Guideline percent increase in cell***

Performance Matrix
Calculation Model

Performance Rating		Position-in-Range (Quintiles)***				
		1st (80-88%)	2nd (89-96%)	3rd (97-104%)	4th (105-113%)	5th (114-120%+)
Substantially Above Expectations	0.05	0.15	0.21	0.29	0.19	0.16
Above Expectations	0.15	0.033	0.043	0.051	0.028	0.016
Meets Expectations	0.70	0.088	0.112	0.130	0.070	0.049
Below Expectations	0.05	0.357	0.450	0.506	0.263	0.172
Substantially Below Expectations	0.05	0.000	0.000	0.000	0.000	0.000
	1.00	0.000	0.000	0.000	0.000	0.000

Blue = P
 Red = C
 Green = G
 Black = cell payout (P x C x G)

Cell totals:

0.478 0.605 0.687 0.361 0.237 2.367

Total percentage impact to payroll:

*The performance rating distributions are reflective of a typical distribution that will need to be adjusted to reflect the County's actual distributions each year.

**The position-in-range distributions reflect the current distributions as of the date of this report. These distributions were determined by using the compa-ratio analysis worksheet. This analysis will need to be adjusted each year to reflect position-in-range placement as pay changes occur.

***The County will need to adjust the numbers each year to align with compensation goals and budgetary considerations.

PLEASE NOTE: The figures outlined in the table above are not a recommendation, but rather an illustration as to how the worksheet can be used.

February 2015

Prepared by Wipfli LLP

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May 20, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE ADMINISTRATION DEPARTMENT
SENIOR BUYER

WHEREAS, the Human Resources department has received a table of organization change request from the Department of Administration; and

WHEREAS, the Purchasing Manager position in the Administration department table of organization became vacant on April 17, 2015; and

WHEREAS, the Human Resources department in conjunction with the Administration department reviewed the duties and responsibilities of the position as well as the needs of the department; and

WHEREAS, a thorough study was completed and it was determined that a more technical position that could focus on the operational needs of the department without performing supervisory duties would better fit the needs of the department; and

WHEREAS, the Risk Manager currently supervises the Purchasing Manager position and will continue to provide supervision of the Purchasing division; and

WHEREAS, Human Resources in conjunction with the Administration department recommend the deletion of (1.00) FTE Purchasing Manager position and the addition of 1.00 FTE Senior Buyer position in the Administration department table of organization; and

WHEREAS, Human Resources researched similar Senior Buyer positions in the local market and referenced the U.S. Department of Labor Occupational Outlook Handbook for comparison data to ensure internal and external equity. It is recommended that the Senior Buyer

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position be placed in Pay Grade 18 of the Brown County Classification and Compensation Plan, with the salary range of \$52,599 - \$62,707.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.00) FTE Purchasing Manager position and the addition of 1.00 FTE Senior Buyer position in the Administration department table of organization.

BE IT FURTHER RESOLVED, the Senior Buyer position be placed in Pay Grade 18 of the Brown County Classification and Compensation Plan.

Budget Impact:
Administration Department

Partial Year Budget Impact (6/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Purchasing Manager	(1.00)	Deletion	\$(38,147)	\$(15,113)	\$(53,260)
Senior Buyer	1.00	Addition	\$ 32,172	\$ 14,193	\$ 46,365
Partial Year Budget Impact			\$(5,975)	\$(920)	\$(6,895)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Purchasing Manager	(1.00)	Deletion	\$(66,123)	\$(26,196)	\$(92,319)
Senior Buyer	1.00	Addition	\$ 55,765	\$ 24,602	\$ 80,367
Annualized Budget Impact			\$(10,358)	\$(1,594)	\$(11,952)

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution creates a budget savings of \$6,895 in the 2015 Budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

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WARREN KRAFT

DIRECTOR

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: SENIOR BUYER

REPORTS TO: RISK MANAGER

DEPARTMENT: ADMINISTRATION – PURCHASING

JOB SUMMARY:

Under supervision, performs advanced level work; coordinates and implements the county's procurement of goods and services to maximize cost savings and quality; administers the negotiated contracts for services in accordance with the County's policies and procedures and with federal and state rules and regulations; educates County departments as needed in County procurement policies and performs other duties as required.

ESSENTIAL DUTIES:

Purchases a wide variety of supplies, equipment, materials and services; determines the most appropriate method of procurement using established procedures; and facilitates the procurement process.

Maintains a record of, and monitors purchasing agreements to determine when agreements expire; ensures quality of service; investigates and resolves problems and assists County departments with utilizing the approved contracts.

Conducts multi-department purchases; drafts combined specifications that meet the needs of participants; conducts cost analyses; and makes appropriate recommendations.

Facilitates and assists departments with the request for proposal (RFP), request for quote (RFQ), request for bid (RFB) and offer to purchase (OTP) process including assisting in drafting of each; communication with vendors, and facilitating the selection process.

Drafts and coordinates legal notices and posting of bid documents; obtains wage rate determinations for applicable projects, tabulates bids and conducts cost analyses; evaluates bids for compliance with specifications; and awards to the lowest responsible bidder for RFBs.

Reviews records pertaining to items purchased, cost, delivery and product performance.

Contacts vendors to verify product descriptions, numbers, check pricing and availability to requested commodities.

Seeks standardization of items purchased, and utilizes other means to best meet the needs of departments to secure greater value.

Keeps informed on purchasing and marketing trends, including products and prices, and assists departments in the preparation of annual capital expenditures budget by providing cost information for supplies, materials, goods, and services.

Disposes of surplus, obsolete and salvageable materials by negotiation, by soliciting bids or auctions goods when appropriate.

Analyzes routine procurements to determine if the County would benefit from competitive procurement procedures, cooperative purchasing contracts or collaborative purchases with other municipalities; coordinates the County's participation in joint purchasing efforts.

Establishes and maintains effective working relations with departments, vendors, co-workers and the public including maintaining vendor solicitations on the internet.

Provides training and guidance to departments for County's ERP software.

Educates and provides necessary guidance to County departments to ensure compliance with County procurement policies.

Retains purchasing records and processes any applicable open records request as required by Wisconsin Open Records Law.

Networks with other public sector purchasers, including, members in the Wisconsin Association for Public Procurement, to identify purchasing "best practices" and opportunities for leveraged procurements.

Reviews purchasing activity to insure departments are using contracts that have been negotiated, where applicable.

Ensures vendors supply evidence of required insurance coverage.

Assists in the development, implementation, and revision of purchasing policies and procedures.

Conducts negotiations in the administration of purchases; negotiates issues in the development of contracts as directed; and may negotiate the price, terms, and conditions of purchases as necessary.

NON-ESSENTIAL DUTIES:

Performs other duties as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Graduation from a recognized college or university with a Bachelor's degree in business or public administration, accounting, finance, or a closely related field.

Five (5) years of progressively responsible and professional work experience in purchasing, preferably in the public sector.

CPM, CPPB and/or CPPO certification preferred.

Knowledge, Skills and Abilities:

Considerable knowledge of purchasing practices and procedures and of approved inspection and shipping methods.

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Considerable knowledge of market research methods including use of the internet.

Working knowledge of the laws, rules and regulations pertaining to governmental purchasing.

Working knowledge of the Model Procurement Code and the Uniform Commercial Code.

Working knowledge of the principles and practices of large-volume, competitive purchasing and cost-benefit analysis.

Working knowledge of sources of supply and current prices and market trends.

Working knowledge of automated procurement systems and other data processing capabilities and applications relating to purchasing functions.

Working knowledge of the standard types, forms and legal requirements of contracts.

Ability to exercise proper professional judgment in the analysis of bids and specifications when making awards.

Ability to understand, follow and remember involved written and oral instructions, policies and procedures, while performing tasks effectively and maintaining a high level of accuracy and attention to detail.

Ability to take control of difficult situations by anticipating problems, analyzing alternative solutions and initiating appropriate corrective measures within established regulations, prescribed policies and procedures under stressful conditions.

Ability to devise, test and compute mathematical formulas for the evaluation of bids.

Ability to interpret and explain work-related procedures in a helpful and courteous manner.

Ability to utilize spreadsheet, word processing and automated procurement applications.

Ability to communicate effectively, both orally and in writing, and present procurement data, alternatives, reports and recommendations.

Ability to interpret and implement policies and procedures and maintain accurate and detailed records.

Ability to establish and maintain effective working relations.

Ability to coordinate and prioritize multiple activities.

PHYSICAL DEMANDS:

Ability to lift 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

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Occasional bending, twisting, squatting, climbing and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 04/13/15

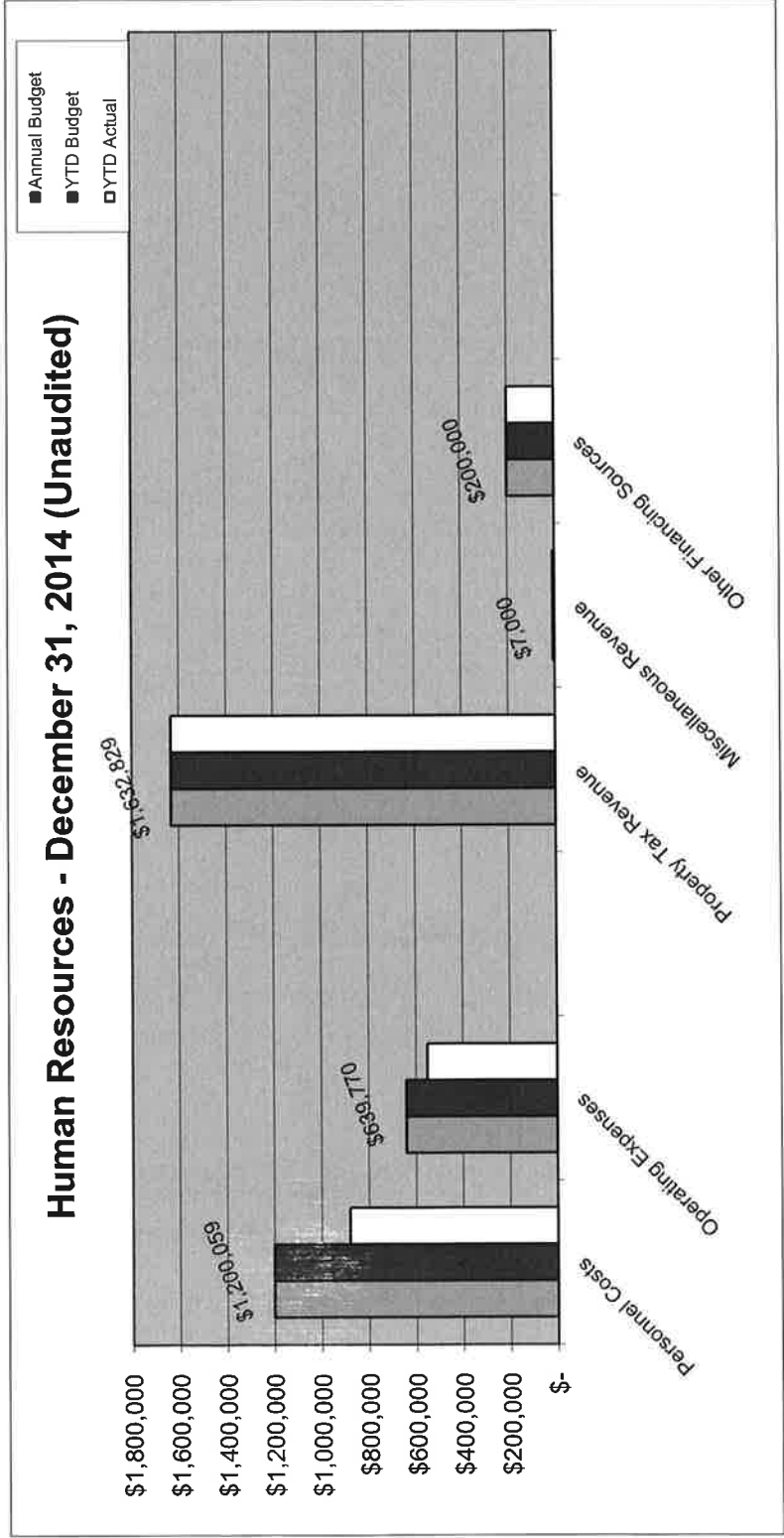
22

Brown County
Human Resources
Budget Status Report (Unaudited)
12/31/2014

Personnel Costs: Savings due to various vacant positions throughout the year.

Operating Expenses are within budgeted amounts.

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,200,059	\$ 1,200,059	\$ 879,902
Operating Expenses	\$ 639,770	\$ 639,770	\$ 550,876
Property Tax Revenue	\$ 1,632,829	\$ 1,632,829	\$ 1,632,829
Miscellaneous Revenue	\$ 7,000	\$ 7,000	\$ 7,042
Other Financing Sources	\$ 200,000	\$ 200,000	\$ 200,000





Human Resources Budget Performance Report (Unaudited)

Through 12/31/14

Prior Fiscal Year Activity Included

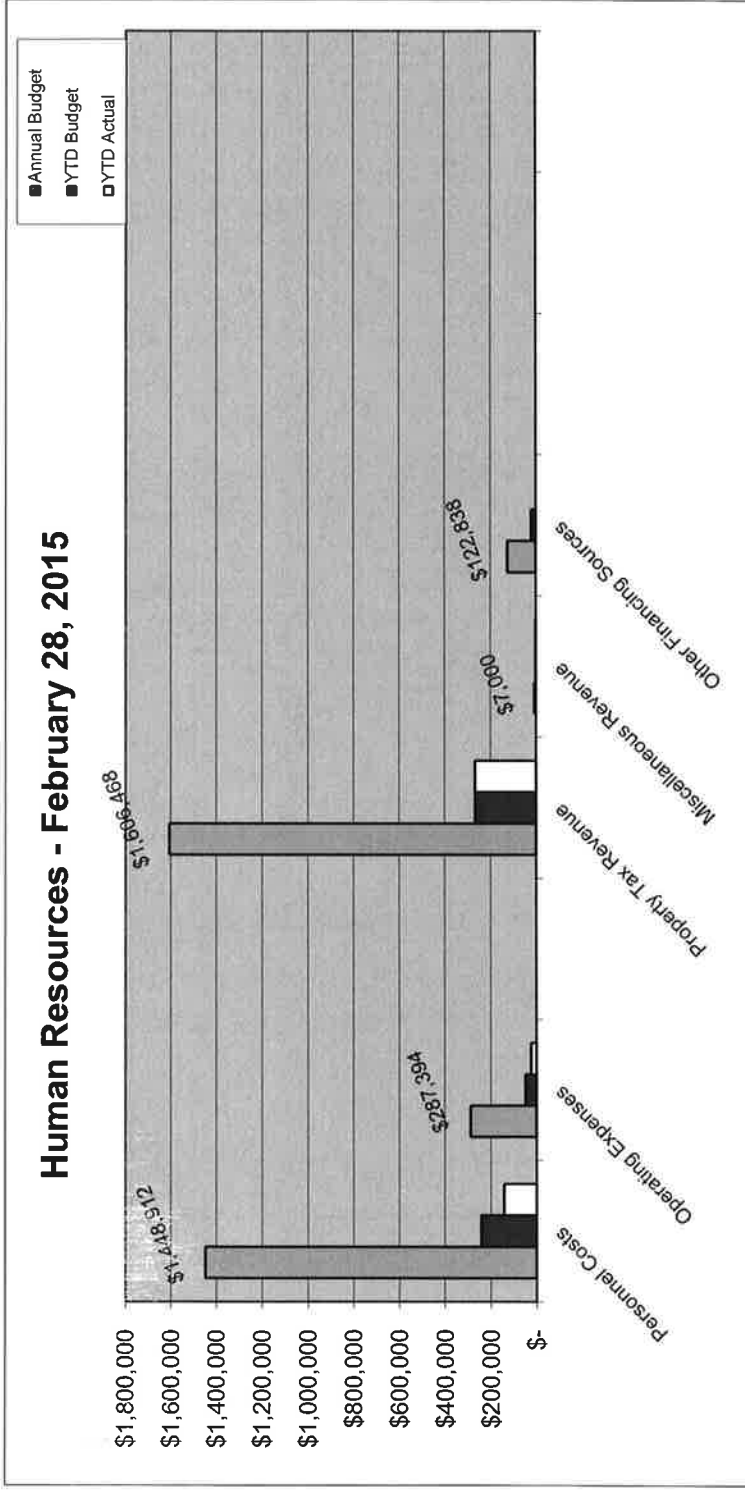
Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,632,829.00	.00	1,632,829.00	136,069.12	.00	1,632,829.00	.00	100	1,598,571.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,500.00	4,500.00	7,000.00	162.00	.00	7,042.36	(42.36)	101	3,238.74
Other Financing Sources	.00	200,000.00	200,000.00	.00	.00	200,000.00	.00	100	120,000.00
REVENUE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$136,231.12	\$0.00	\$1,839,871.36	(\$42.36)	100%	\$1,721,809.74
EXPENSE									
Personnel Costs	1,396,013.00	(195,954.00)	1,200,059.00	110,624.67	.00	879,901.68	320,157.32	73	739,100.00
Operating Expenses	239,316.00	400,454.00	639,770.00	217,879.50	.00	550,876.22	88,893.78	86	367,705.76
EXPENSE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$328,504.17	\$0.00	\$1,430,777.90	\$409,051.10	78%	\$1,106,805.76
Fund 100 - GF Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	136,231.12	.00	1,839,871.36	(42.36)	100	1,721,809.74
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	328,504.17	.00	1,430,777.90	409,051.10	78	1,106,805.76
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$192,273.05)	\$0.00	\$409,093.46	(\$409,093.46)		\$615,003.98
Grand Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	136,231.12	.00	1,839,871.36	(42.36)	100	1,721,809.74
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	328,504.17	.00	1,430,777.90	409,051.10	78	1,106,805.76
Grand Totals	\$0.00	\$0.00	\$0.00	(\$192,273.05)	\$0.00	\$409,093.46	(\$409,093.46)		\$615,003.98



Brown County
Human Resources
Budget Status Report
2/28/2015

Personnel Costs: Savings of \$99,977 due to various position vacancies.
Operating Expenses are within budgeted amounts.

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,448,912	\$ 241,485	\$ 141,508
Operating Expenses	\$ 287,394	\$ 47,899	\$ 23,653
Property Tax Revenue	\$ 1,606,468	\$ 267,745	\$ 267,745
Miscellaneous Revenue	\$ 7,000	\$ 1,167	\$ 380
Other Financing Sources	\$ 122,838	\$ 20,473	\$ -





Human Resources Budget Performance Report

Through 02/28/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,606,468.00	.00	1,606,468.00	133,872.33	.00	267,744.66	1,338,723.34	17	272,138.16
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	7,000.00	.00	7,000.00	173.00	.00	380.00	6,620.00	5	2,444.61
Other Financing Sources	.00	122,838.00	122,838.00	.00	.00	.00	122,838.00	0	.00
REVENUE TOTALS	\$1,613,468.00	\$122,838.00	\$1,736,306.00	\$134,045.33	\$0.00	\$268,124.66	\$1,468,181.34	15%	\$274,582.77
EXPENSE									
Personnel Costs	1,373,912.00	75,000.00	1,448,912.00	62,570.97	.00	141,508.40	1,307,403.60	10	98,272.34
Operating Expenses	239,556.00	47,838.00	287,394.00	9,640.27	.00	23,652.64	263,741.36	8	40,691.71
EXPENSE TOTALS	\$1,613,468.00	\$122,838.00	\$1,736,306.00	\$72,211.24	\$0.00	\$165,161.04	\$1,571,144.96	10%	\$138,964.05
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$61,834.09	\$0.00	\$102,963.62	(\$102,963.62)		\$135,618.72
Grand Totals									
REVENUE TOTALS	1,613,468.00	122,838.00	1,736,306.00	134,045.33	.00	268,124.66	1,468,181.34	15	274,582.77
EXPENSE TOTALS	1,613,468.00	122,838.00	1,736,306.00	72,211.24	.00	165,161.04	1,571,144.96	10	138,964.05
Grand Totals	\$0.00	\$0.00	\$0.00	\$61,834.09	\$0.00	\$102,963.62	(\$102,963.62)		\$135,618.72

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

Date: March 18, 2015
To: Administration Committee Members
From: Warren Kraft – HR Director
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR FEBRUARY 2015
--

Hires:***Full-Time:***

Administrative Coord. – Planning	1
Child Support Spec.-Enforcement	1
Health Director	1
Human Resources Director	1
Intake Specialist – Dist. Atty.	1
Park Ranger	1
Sergeant	1
Social Worker/Case Manager	2

Part-Time:

Secretary III – UW Ext.	1
-------------------------	---

Limited Term/Seasonal/On-Call:

LTE Admin. Secretary – Cty. Board	1
LTE Bailiff	2
LTE Project Manager – TS/HS	1
LTE Seasonal Worker – Golf Course	3
LTE Social Worker/Case Manager	1

TOTAL HIRES: 18

Separations:***Full-Time:***

Behavioral Health Supervisor	1
Clerk II – CTC	1
Clerk Typist I – Clerk of Courts	1
Clerk Typist II – Dist. Atty.	1
CNA	1
Correctional Officer	2
Director of Nursing Home	1
Economic Support Specialist II	2
Facility Mechanic	1
Patrol Officer	1
RN Charge Nurse	1
Senior Accountant	1
Sergeant	1
Telecommunication Operator	1

Part-Time:

CNA	1
Library Service Assistant	1

Limited Term/Seasonal/On-Call:

LTE Social Worker/Case Manager	1
On-call Clerk Receptionist	1
On-call Shelter Care Worker	1

TOTAL SEPARATIONS: 21

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

Date: April 10, 2015
To: Administration Committee Members
From: Warren Kraft – HR Director
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR MARCH 2015

Hires:**Full-Time:**

Assistant Curator	1
Assistant Naturalist	1
Behavioral Health Supervisor	1
Child Support Specialist	1
Clerk II – Economic Support	1
Clerk Typist II – District Attorney	1
Clerk Typist II – Port & Res. Rec.	1
Clinical Social Worker	1
Correctional Officer	6
CTP Worker	1
Department Coordinator – Library	1
Deputy Treasurer	1
Economic Support Specialist I	4
Facility Worker	1
Judicial Assistant	1
Library Director	1
Maintenance Mechanic	1
Nurse Manager – Health Dept.	1
Patrol Officer	3
Payroll Specialist	1
Sanitarian II	1
Social Worker Supervisor	1
Technician – Museum	1
Telecommunication Operator	2

Part-Time:

LPN	1
RN Charge Nurse	1

Limited Term/Seasonal/On-Call:

LTE – 4-H Program Assistant	1
LTE – Social Worker/Case Mgr.	1
RN Charge Nurse – On-call	1
Seasonal Adventure Park	7
Seasonal Golf Course	2
Student Intern – District Attorney	2

TOTAL HIRES: 51

Separations:**Full-Time:**

Children's Librarian	1
Correctional Officer	1
Deputy Clerk of Courts I	1
Deputy Treasurer	1
Economic Support Specialist I	1
Elections Specialist	1
Financial Specialist	1
Highway Crew	1
Hosp. & Nursing Home Administrator	1
Office Manager II – District Attorney	1
Payroll Specialist	1
Public Health Nurse	1
Social Worker Supervisor	1
Social Worker/Case Manager	3
Telecommunication Operator	1

Part-Time:

CNA	2
LPN	1

Limited Term/Seasonal/On-Call:

Concessionaire Supervisor	1
Shelter Care Worker – On-call	2

TOTAL SEPARATIONS: 23

Departmental Openings Summary – Human Resources Department

To: Administration Committee
From: Human Resources
Date: March 16, 2015

POSITION	VACANCY DATE	REASON FOR LEAVING (Transfer, Wages, Working Conditions)	FILL OR HOLD	UNFILLED REASON
Organizational Development Coordinator	01/09/2015	Other	Fill	Hold for new Director
Safety Coordinator	02/01/2012	Other	Fill	
Senior Human Resources Analyst	03/17/2015	Transfer	Fill	Posted

Departmental Openings Summary – Human Resources Department

To: Administration Committee

From: Human Resources

Date: April 13, 2015

POSITION	VACANCY DATE	REASON FOR LEAVING (Transfer, Wages, Working Conditions)	FILL OR HOLD	UNFILLED REASON
Organizational Development Coordinator	01/09/2015	Other	Fill	Hold for new Director
Human Resources Analyst	04/20/2015	Transfer	Fill	

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

March 17, 2015

Committee Meeting Date: March 26, 2015

TO: Administration Committee
FROM: Warren Kraft
SUBJECT: March Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

Recruitment

Director Level:

- The Human Services Executive Director is expected to begin on April 1st subject to County Board confirmation.
- The recruitment is underway for a Hospital & Nursing Home Administrator.
- Jim Jolly, County Conservationist, announced his retirement effective June 30, 2015.

Insurance Activity

- Initial meetings with M3 have started for preliminary 2016 insurance planning.
- Personal Health Assessments are targeted to take place in late summer/early fall.

Wellness

- The Brown County Bellin Run Corporate Team announced that registration is now open for the Bellin Run that takes place on June 13, 2015. A free training opportunity through Bellin was also offered.
- The Brown County Wellness Committee is being established. Interested employees submitted their name to Human Resources for consideration and the committee will be selected in the coming months.

Payroll/Kronos

- Public Safety Communications will be implemented into Kronos next followed by the Sheriff's Department.

Classification & Compensation Plan

- The final salary structure and administrative plan will be presented to the County Board at the meeting on April 15, 2015.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

April 14, 2015

Committee Meeting Date: April 23, 2015

TO: Administration Committee
FROM: Warren Kraft
SUBJECT: April Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

Recruitments

- The Human Services Executive Director was confirmed by the County Board and started on April 1st.
- The CTC Director of Nursing Home starts on April 20th.
- The recruitment continues for a Hospital & Nursing Home Administrator.
- Jim Jolly, County Conservationist, will retire on June 30, 2015, and the recruitment for his replacement is underway.
- The recruitment for a Senior Accountant in Administration continues.
- The Finance Manager vacancy in Human Services has been posted but won't be filled until after it's approved at the May County Board meeting.

Insurance Activity

- Meetings with M3 continue to occur for preliminary 2016 insurance planning. Forecasted projections are being reviewed with Human Resources and Administration the week of April 13-18.
- Personal Health Assessments are targeted to take place in late summer/early fall.

Wellness

- The Brown County Wellness Committee is scheduled to meet in late April.
- Prevea, Bellin and Aurora will be presenting to Human Resources and Administration the onsite or near site FastCare services they can provide to Brown County employees on April 16th.

Payroll/Kronos

- Kronos parallel testing is taking place for Public Safety Communications. The tentative go live date is April 26th.

Classification & Compensation Plan

- A resolution regarding the Classification Salary Range for the compensation plan was submitted to the Executive Committee on April 6, 2015, and to the County Board on April 15, 2015.
- The final salary structure and administrative plan will be presented to the County Board at the meeting on April 15, 2015.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

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May 20, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REQUESTING APPROVAL FOR BROWN COUNTY TO ACCEPT
DONATIONS RELATING TO THE “DISCOVER BROWN COUNTY: SUMMER
PASSPORT 2015” PROGRAM**

WHEREAS, during the months of June, July and August 2015, the Brown County Executive Office will be launching Discover Brown County: Summer Passport 2015, a program aimed at encouraging Brown County residents to get active this summer through utilization of the many resources that Brown County (“County”) has to offer (“Program”); and

WHEREAS, Brown County residents who participate in said Program will be provided with free passports that are filled with a variety of activities offered to the public through the Brown County Golf Course, Brown County Library, Brown County Parks Department, Brown County UW-Extension Office, Neville Public Museum and the New Zoo, including its Adventure Park opening on May 18, 2015; and

WHEREAS, as participants of the Program complete the activities listed on their free passports, they will be given a passport stamp from the aforementioned location that correlates therewith, which will, in turn, qualify them for monthly prizes, an incentive designed to benefit the public by encouraging them to get out, get active and challenge their minds; and

WHEREAS, to get the word out in advance of the Program’s launch date, the attached document was sent to local businesses throughout the County informing them of the same and providing them with an opportunity to further support the Program through monetary donations or advertising assistance; and

WHEREAS, in response thereto and in furtherance of the public benefit associated therewith, businesses have already begun sending monetary donations to the County, in support of the Program, gratuitously and absent any legal obligation to, or exchange of consideration for, the same (“Donations”); and

WHEREAS, these Donations, as well any additional Donations that may be submitted in regards hereto, will benefit the County; specifically, its residents because it will assist in encouraging awareness of and participation in the County’s recreational resources, as well as benefit the public welfare by promoting exercise, learning and socialization throughout the community; and

WHEREAS, per Wis. Stat., § 59.52(19), the Brown County Board of Supervisors is authorized to accept donations, gifts or grants for any public governmental purpose within the powers of the County, and thus, has the authority to accept the pending Donations, as well as any Donations in support of the Program that are submitted subsequent hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors, in accordance with Wis. Stat., § 59.52, hereby authorizes the County to accept any and all Donations that are submitted in support of the Program, so long as used in furtherance of the public benefit associated therewith.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Brown County Board of Supervisors, in accordance with Chapter 59 of the Wisconsin Statutes, authorizes the County Executive’s Office or a capable delegate thereof, to accept said Donations on behalf of the County and to distribute them accordingly.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored By: Corporation Counsel

Final Draft Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution allows the County to accept donations for the program.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

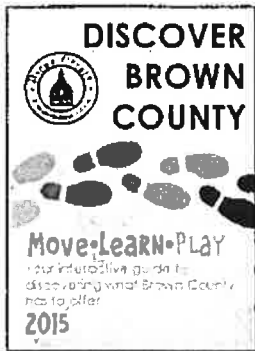
Seconded by Supervisor _____

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



During the months of June, July and August, Brown County will be launching **Discover Brown County: Summer Passport 2015**. The passports are free and filled with activities to inspire residents to get actively involved in county activities.

There are three activity categories; **MOVE**, **LEARN** and **PLAY** that correlate with different activities each month. As participants complete events on the activity checklist and collect their passport stamps at each location, they will have the opportunity to win monthly prizes. This summer event calendar is designed to encourage fun, challenge the mind and be active while enjoying all that Brown County has to offer.

Summer passports can be picked up at the following Brown County locations: Brown County Golf Course, Brown County Library, Brown County Parks, Brown County UW-Extension, Neville Public Museum, and the NEW Zoo and Adventure Park starting May 18th.

I would like to provide a monetary donation to Discover Brown County in the amount of

☐ \$250 ☐ \$500 ☐ \$1,000 ☐ \$1,500 ☐ \$2,000

☐ I cannot provide a monetary donation at this time but would like to help spread the word about Discover Brown County through social media and advertising

My donation will be provided by March 31st in person or by mail to:



Attn: Ali Kettner
305 East Walnut Street, Suite 680
PO Box 23600
Green Bay, WI 54115

Move•Learn•PLAY

Your company may be used in media mentions, on Brown County's Facebook and Twitter, along with the Brown County website. Your logo will also be printed in the Discover Brown County Passports.

Please email this form along with a .jpeg of your logo to Kettner_Am@co.brown.wi.us if you would like to donate.

Contact Person _____ Phone Number (____) _____

Email _____ Signature _____

CORPORATION COUNSEL

Brown County

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Kristen M. Hooker

DEPUTY CORPORATION COUNSEL

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RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 14, 2015
REQUEST TO: Administration Committee
MEETING DATE: April 23, 2015
REQUEST FROM: Ali Kettner, Brown County Executive Office, Executive Assistant

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Requesting Approval for Brown County to Accept Donations Relating to the "Discover Brown County: Summer Passport 2015" Program

ISSUE/BACKGROUND INFORMATION: This is a Resolution requesting approval for Brown County to accept Donations submitted in support of its Discover Brown County: Summer Passport 2015 program, which is being launched this summer to encourage Brown County residents to get out and get active through utilization of Brown County's recreational resources.

ACTION REQUESTED: Approval of said Resolution

FISCAL IMPACT: This Resolution does not require an appropriation from the General Fund.

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

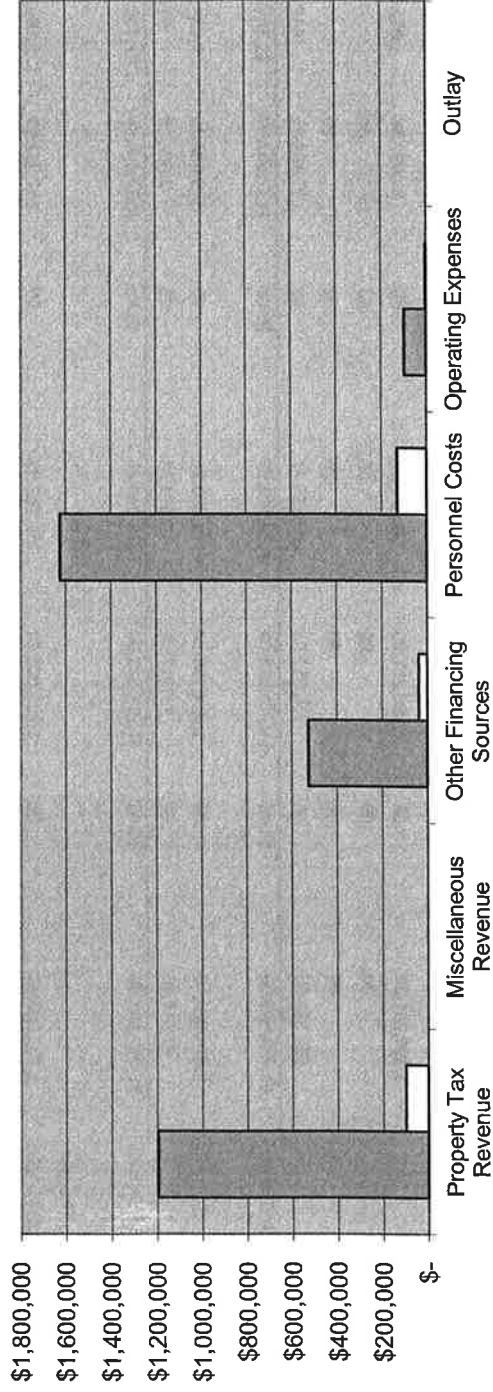
☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

Very truly yours,
s/ Kristen M. Hooker
Kristen M. Hooker

Brown County
Administration
Budget Status Report
For period ended 1/31/15

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,196,251	\$ 99,687	8%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 525,352	\$ 37,865	7%
Personnel Costs	\$ 1,624,556	\$ 129,680	8%
Operating Expenses	\$ 97,047	\$ 3,364	3%
Outlay	\$ -	\$ -	0%

Administration
January 31, 2015





Administration Budget Performance Report

Through 01/31/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,196,251.00	.00	1,196,251.00	99,687.58	.00	99,687.58	1,096,563.42	8	100,329.92
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	525,352.00	.00	525,352.00	37,865.41	.00	37,865.41	487,486.59	7	19,665.60
REVENUE TOTALS	\$1,721,603.00	\$0.00	\$1,721,603.00	\$137,552.99	\$0.00	\$137,552.99	\$1,584,050.01	8%	\$119,995.52
EXPENSE									
Personnel Costs	1,624,556.00	.00	1,624,556.00	129,680.26	.00	129,680.26	1,494,875.74	8	82,590.22
Operating Expenses	97,047.00	.00	97,047.00	3,364.20	.00	3,364.20	93,682.80	3	8,277.41
EXPENSE TOTALS	\$1,721,603.00	\$0.00	\$1,721,603.00	\$133,044.46	\$0.00	\$133,044.46	\$1,588,558.54	8%	\$90,867.63
Fund 100 - GF Totals									
REVENUE TOTALS	1,721,603.00	.00	1,721,603.00	137,552.99	.00	137,552.99	1,584,050.01	8	119,995.52
EXPENSE TOTALS	1,721,603.00	.00	1,721,603.00	133,044.46	.00	133,044.46	1,588,558.54	8	90,867.63
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$4,508.53	\$0.00	\$4,508.53	(\$4,508.53)		\$29,127.89
Grand Totals									
REVENUE TOTALS	1,721,603.00	.00	1,721,603.00	137,552.99	.00	137,552.99	1,584,050.01	8	119,995.52
EXPENSE TOTALS	1,721,603.00	.00	1,721,603.00	133,044.46	.00	133,044.46	1,588,558.54	8	90,867.63
Grand Totals	\$0.00	\$0.00	\$0.00	\$4,508.53	\$0.00	\$4,508.53	(\$4,508.53)		\$29,127.89

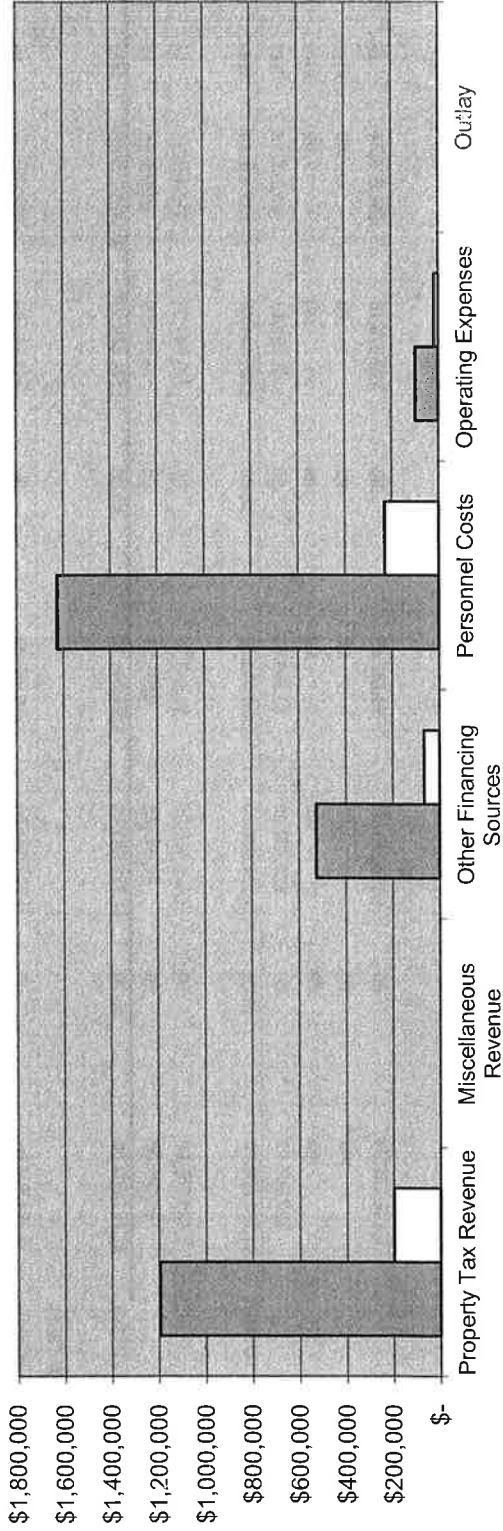
HIGHLIGHTS:

Revenues: Other financing sources variance includes a reimbursement for project team personnel costs which is trending lower due to vacancy of project team members.

Expenses: Personnel costs are trending lower due to vacancy of project team members.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,196,251	\$ 199,375	17%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 525,352	\$ 65,170	12%
Personnel Costs	\$ 1,624,556	\$ 229,094	14%
Operating Expenses	\$ 97,047	\$ 16,354	17%
Outlay	\$ -	\$ -	0%

Administration February 28, 2015





Administration Budget Performance Report

Through 02/28/15

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,196,251.00	.00	1,196,251.00	99,687.58	.00	199,375.16	996,875.84	17	200,659.84
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	525,352.00	.00	525,352.00	27,304.42	.00	65,169.83	460,182.17	12	45,995.71
REVENUE TOTALS	\$1,721,603.00	\$0.00	\$1,721,603.00	\$126,992.00	\$0.00	\$264,544.99	\$1,457,058.01	15%	\$246,655.55
EXPENSE									
Personnel Costs	1,624,556.00	.00	1,624,556.00	99,413.77	.00	229,094.03	1,395,461.97	14	181,929.55
Operating Expenses	97,047.00	.00	97,047.00	5,079.53	.00	16,354.09	80,692.91	17	14,422.13
EXPENSE TOTALS	\$1,721,603.00	\$0.00	\$1,721,603.00	\$104,493.30	\$0.00	\$245,448.12	\$1,476,154.88	14%	\$196,351.68
Fund 100 - GF Totals									
REVENUE TOTALS	1,721,603.00	.00	1,721,603.00	126,992.00	.00	264,544.99	1,457,058.01	15	246,655.55
EXPENSE TOTALS	1,721,603.00	.00	1,721,603.00	104,493.30	.00	245,448.12	1,476,154.88	14	196,351.68
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$22,498.70	\$0.00	\$19,096.87	(\$19,096.87)		\$50,303.87
Grand Totals									
REVENUE TOTALS	1,721,603.00	.00	1,721,603.00	126,992.00	.00	264,544.99	1,457,058.01	15	246,655.55
EXPENSE TOTALS	1,721,603.00	.00	1,721,603.00	104,493.30	.00	245,448.12	1,476,154.88	14	196,351.68
Grand Totals	\$0.00	\$0.00	\$0.00	\$22,498.70	\$0.00	\$19,096.87	(\$19,096.87)		\$50,303.87

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2014 / 2015 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
14-111	2/13/15	Human Resources	Transfer of \$1573 to cover 4 th quarter sick leave for retirees/deaths. These funds are budgeted in Human Resources salary reimbursement account but paid for out of the retirees appropriate department salary account. Funds are transferred to the appropriate department salary account along with the applicable transfer in/out. Amount: \$1573.00	2	Approved 2/18/15	N		J7186B J5035A
14-112	2/24/15	Human Resources	2014 Transfer of funds to cover the casual payouts for levy departments that did not have enough levy left in their budget to cover the payouts. These funds are budgeted in the Human Resources salary reimbursement account. The funds need to be transferred to the appropriate department salary/fringe accounts along with the corresponding transfer in.	2	Approved 2/25/15	N		J7339B J7340A
14-113	2/24/15	Library	This request is to reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the following Central Library projects: arc flash study, test existing circuit breakers, branch breaker replacement, transfer switch installation, interior lighting retrofit, stacking lighting upgrade, book unloading area and lighting area upgrade, exterior lighting re-lamping, localized lighting control modification, garage exhaust and make-up air installation, HVAC control system upgrades, existing cooling tower & steam boiler maintenance, and boilers, chillers, and pumps replacement now to be used for the architect costs associated with the expansion of the Southwest library. Amount: \$2,300	3	Approved 2/24/15	N	--	J7346 No actual
14-114	2/26/15	Human Resources	Transfer of \$95,156 to cover sick leave escrows for Sheriff retirees during 2014. These funds are budgeted in Human Resources salary reimbursement account but paid for out of the retirees' appropriate department salary accounts. Funds are then transferred to the appropriate department salary account along with the applicable transfer in/out. Amount \$95,156	2	Approved 2/26/15	N	--	J7375 Actual J7325
14-116	3/11/15	Human Services	Our Partners in the Baylake Consortium (Door, Marinette, Shawano, and Oconto Counties) had income maintenance claims greater than we had budgeted for in 2014 directly resulting in a greater expense on our ledger. Brown County acts as a pass through entity for the payments to our partners. The amount we receive in revenue from the state on their behalf equals the amount they are paid. Amount: \$725,000	7	Approved 3/13/15	Y	HHS 3/25/15 Cty Bd 4/15/15	
15-11	2/4/15	Sheriff	This request creates a new restricted fund under the Sheriff's oversight to track inmate commissary fund revenues and expenses in the general ledger. The jail has maintained an inmate commissary fund for many years and it utilizes proceeds from inmate sales commissions to purchase various items for the direct benefit of the inmates. This was previously recorded as a "trust" account but starting in 2015 it will be recorded as a restricted fund. Only inmate commission revenues will go into this fund and expenses will only be for inmate purposes. This fund will not lapse at year end but will continue each year. Amount: \$85,000	7	Approved 2/18/15	Y	Pub Saf 3/4/15 Cty Bd 3/18/15	
15-12	2/09/15	Sheriff	This request is to increase overtime and fringe benefits to participate in a WI DOT BOTS Alcohol Enforcement grant program through Sept. 2015. Increased expenses are offset by grant revenue. A soft match is required but will be covered by mileage and patrol hours generated by the Traffic team. This is an annual grant program that has been provided to the County for many years. However it was not included in the 2015 budget because the amount had not been determined when the budget was created. This adjustment is for only the calendar year 2015 portion. Amount: \$56,000	7	Approved 2/18/15	Y	Pub Saf 3/4/15 Cty Bd 3/18/15	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
15-13	2/10/15	Public Works	The MHC Demo Project is over budget due to not receiving as much salvage revenue as initially anticipated and also because of Public Works-Highway Labor and Equipment being more than initially budgeted (primarily due to having more overtime hours charged to the job as the dept had a very heavy winter requiring them to put in a lot of hours for winter maintenance while also trying to complete this project). Public Works Highway would like to transfer out funds to cover the current coverage on this MHC Demo project. Currently we are estimating \$2500 of unearned salvage revenue to come in 2015. Should more come in, PW Highway should receive a transfer back of any additional salvage revenue earned. There is still \$63,601.25 of budget remaining to construct the shed for Facility Management. Should more funds be required for this a new budget adjustment should be done. Amount: \$119,845	6	Approved 2/18/15	Y	P D & T 3/23/15 City Bd 4/15/15	
15-14	2/24/15	Sheriff	This request is to increase Equipment non-outlay expense to participate in a Homeland Security HS Alert SWAT Equipment Grant program through June 30, 2015. Increased expenses are offset by grant revenue. There is no local match. Equipment to be purchased with this grant includes a used vehicle and ballistic shields, none of which have a per unit cost of over \$5,000. Amount \$10,000	7	Approved 2/25/15	Y	Pub Saf 3/4/15 City Bd 3/18/15	
15-15	2/19/15	Library	This request is to reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the following Central Library projects: arc flash study, test existing circuit breakers, branch breaker replacement, transfer switch installation, interior lighting retrofit, stacking lighting upgrade, book unloading area and lighting area upgrade, exterior lighting re-lamping, localized lighting control modification, garage exhaust and make-up air installation, HVAC control system upgrades, existing cooling tower & steam boiler maintenance, and boilers, chillers, and pumps replacement now to be used for the design and engineering costs associated with the expansion of the Southwest library. This is a result of the request made by the Education and Recreation Committee. Amount: \$5,500	3	Approved 2/24/15	N	--	J808 No actual
15-16	3/03/15	Sheriff	This 2015 technical correction is an allocation of budgeted prior year (2014) grant revenue for a project not completed until early 2015. In 2014 the Jail received funding of \$81,453 from a vendor for the installation of wiring for the Jail kiosk project. Originally it was anticipated the project would be completed in 2014 but the County's electrician did not have sufficient time to complete it until 2015. Expenses incurred through the end of 2014 totaled \$65,312.10 leaving \$16,140.90 unspent at the end of 2014. Amount: \$16,141	2	Approved 3/3/15	N	--	J0862 No actual
15-19	3/11/15	Health	WHEPP GRANT - The Department of Health and Human Services has approved program funding carry over from BP-2 (July 1, 2013 - June 30, 2014) to the current fiscal year BP-3 (July 1, 2014 - June 30, 2015). The funding will be provided by two separate CARS contract addenda. The first will appear on or about March 2nd 2015 in the amount of \$75,000. The second will appear on or about April 1st 2015 in the amount of \$25,000. For a total of \$100,000 for Region 3 WHEPP-HCC. These funds must be spent before June 30, 2015 on emergency supplies, travel expenses, stand-alone computer equipment, educational speakers, a contractor for HCC projects and the development of a website. LOCAL PREPAREDNESS GRANT - The preparedness program was awarded Conference and Training Scholarships to individuals attending specific conference and trainings which will cover registration, transportation to/from the conference/training, and hotel in the total amount of \$12,890. Amount: \$112,890	7	Approved 3/11/15	Y	H&H Serv - 3/25/15 City Bd - 4/15/15	

2015 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
<u>15-20</u>	3/19/15	Human Services	Family Care will begin on July 1, 2015 after a delay of 4 months. This budget adjustment is necessary to have the waiver programs operate an additional 4 months in 2015. Total purchased services \$16,970,233; total revenue \$17,993,857; and a total salary of \$1,023,624. Amount: \$17,993,857	7	Approved 3/19/15	Y	HHS - 4/22/15 City Bd - 5/20/15	
<u>15-21</u>	3/27/15	Human Services	Budget adjustment for the 2015 TAD Grant awarded in 2015. This grant was not known at the time budgeting was done for 2015. The grant totals \$205,981 for reimbursable expenses and match expenses combined. The Judges' and DA's time will be considered match expenses for the grant. Amount: \$133,897	7	Approved 4/1/15	Y	HHS - 4/22/15 City Bd - 5/20/15	
<u>15-22</u>	3/23/15	Parks	Reallocate the vehicle repairs and maintenance expense to the various Parks divisions due to the removal of the Fleet Program from the 2015 Budget. Amount: \$15,250	1	Approved 3/23/15	N	--	J1429 No actual
<u>15-23</u>	3/26/15	Admin	Request for Asset Maintenance Funds: Sophie Beaumont parking lot repairs. Amount: \$36,000	2	Approved 3/26/15	N	--	J1425 J1427 actual
<u>15-24</u>	3/31/15	Human Services	There are now additional employees in unit 175 which were also supplied with County cell phones. \$1,000 is being moved from contracted services to telephone expense. Amount: \$1,000	1	Approved 3/31/15	N	--	J1636 No actual
<u>15-25</u>	4/1/15	Parks	Parks Rails to Trails has a Recreational Trail Program grant that the award period crosses fiscal years. This budget adjustment request is to properly budget for the unspent grant awards of \$92,734 in 2015. Amount: \$92,734	2	Approved 4/6/15	N	--	J1517 No actual

Revised 4/14/15

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Departmental Openings Summary - Administration Department

To: Administration Committee

From: Administration

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Senior Accountant	2/13/2015	Other	Fill	Posted/Hiring

Transfer, Wage, Working Conditions

Departmental Openings Summary - Administration Department

To: Administration Committee

From: Administration

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Senior Accountant	2/13/2015	Other	Fill	Posted/Hiring
Finance Manager	4/9/2015	Other	Fill	Posted/Hiring

Transfer, Wage, Working Conditions

DEPARTMENT OF ADMINISTRATION

Brown County

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GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

March 16, 2015

Committee Date:
March 26, 2015

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: March Director's Report

I. Risk & Purchasing Department

Claims: There were four (4) property damage claims. Two related to automobile accidents, one regarding the Resch Center and one involving a Highway vehicle. There were also two (2) "glass claims", one in the visitors' area at the Work Release Center and a broken cell window at the jail.

There was an uninsured loss at the jail due to pinholes in pipes that developed. This loss will fall under the normal wear and tear exclusion in the property policy. The vendor who provided the piping is no longer in business.

Overall claims were 36.1% lower than 2013. This was largely due to an \$80,000 settlement in 2013 and a number of inmate claims closing in 2013.

PCI Compliance: The procedures for handling credit card transactions were updated for the Community Treatment Center to be in compliance with the requirements for Payment Card Industry Data Security Standards (PCI DSS), Version 3. Annual PCI training was sent to twenty (20) CTC employees. The CTC's annual Attestation of Compliance expires in March. The Attestation of Compliance was completed for Parks and the NEW Zoo.

PCI DSS, Version 3 requirements for inspection of equipment for possible tampering were provided to the consultant preparing the specifications for the new revenue system at the airport.

II. Finance Department

Finance Update: Unaudited financial statements for 2014 were available to departments on March 10th. Auditors will be on-site for the 2014 audit in early May. The initial project resolution for 2015 bonded projects will go to the Board on April 15th for approval.

2014 Budget: The 2014 Countywide Financial Statement Results (unaudited) as of December 31, 2014, is attached for your review. The following are highlights from the report.

Clerk of Courts is recognizing a net loss due to revenue shortfalls recognized in the collection of fines and fees. In addition, attorney and Guardian Ad Litem expenditures were overspent.

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Public Safety's negative variance of \$43,040 was due to a loss of a 2013 grant submission. The pass-through agency finalized grant documents without submitting Brown County's invoices.

Health Department finished the year with a \$310,673 positive variance. The positive variance was due to additional revenue received as well as savings in wages and medical expenses.

Human Resources recognized a significant variance of \$286,255 due to savings in necessary casual payout transfers to departments. Other departments were able to fund their casual payouts due to savings in personnel costs. In addition, Human Resources position vacancies in 2014 also attributed to the savings.

Sheriff recognized a \$313,672 positive variance due to significant savings in WRS, but this was partially offset by overtime in the Jail.

CTC recognized a \$693,751 deficit excluding depreciation due to lower client counts at the CBRF.

Child Support will require a \$144,508 transfer from the General Fund because funding allocations at the state level were not released to counties in time for inclusion in 2014. Per state recommendations, the Child Support agency used previous years' allocations for estimation purposes. A shortfall was realized, once allocations were issued, due to changes in state incentive methodology as well as in matched funding level calculations.

General Fund Balance 2014 Usage:

Circuit Courts Audio Visual Upgrade	255,500
Facility Upgrades	284,000
Sheriff Vehicle Storage	250,000
Library Radio Frequency System	78,838
Museum Master Plan	15,000
DA Drug Task Force Cases	83,993
	<u>\$967,331</u>

In addition, \$500,000 was set aside to be used for future projects at the Veteran's Memorial Complex.

III. Logos & Kronos Project Implementation Update

Fixed Assets: went live on February 28th.

Financial Systems: The team was reassigned the remaining departments for the Time and Attendance Project (Kronos) on June 25, 2014. They will be working on Advanced Scheduler, which will result in pushing back Financial Systems Implementation.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive

Attachments:

2014 Countywide Financial Statement Results (unaudited)
Kronos & Financial Systems Project Schedule

Brown County

Financial Statement Results - Levy Funded Departments

Property Tax Levy (Over) Under Approved Amount

As of 12/31/2014 - Unaudited

Levy Funded Departments	Property Tax				(Over) / Under under= savings	Comments
	Annual 2014 Levy	Levy as of 12-31-14	Actual Need	Requested Carryover		
General Fund						
Board Office	552,067	552,067	546,752	-	5,315	Maintenance payments for video conference and dictation system have not been incurred. Additional savings were recognized in juror expenditures.
Circuit Courts	2,027,627	2,027,627	1,904,377	-	123,250	Revenue shortfalls were recognized in the collection of fines and Clerk of Court fees. In addition, attorney and Guardian Ad Litem expenditures were overspent.
Clerk of Courts	672,857	672,857	969,058	-	(296,201)	Negative variance due to loss of 2013 grant submission. The pass-through agency finalized grant documents without submitting the required invoices from Brown County.
Public Safety	5,667,786	5,667,786	5,710,826	-	(43,040)	Additional revenue recognized for ME Services for cremation permits and death certificate signatures. Savings recognized in wages and autopsies.
Medical Examiner	149,626	149,626	94,436	-	55,190	Savings recognized in legal fees.
Corporation Counsel	633,423	633,423	598,964	-	34,459	Savings recognized in public notices.
County Clerk	292,510	292,510	227,182	-	65,328	Savings in wages and expert witness fee. Additional revenue was recognized due to the extension of the Violence Against Women grant. Carryover is for cases in process or delayed to 2015 that require testimony.
District Attorney	1,284,726	1,284,726	1,210,180	(10,000)	64,546	Savings in personnel costs due to the vacancy of the Deputy Executive.
Executive	362,044	362,044	312,445	-	49,599	Savings in wages due to vacancy of Senior Accountant and Administrative Coordinator. Carryover related to financial consulting and assistance for financial system implementation.
Administration	1,203,959	1,203,959	1,110,427	(57,774)	35,758	Carryover relates to the purchase of two new vehicles.
Land Conservation	408,858	408,858	368,858	(40,000)	-	Carryover is for carpet at Branch 8 and Attic Stock.
Facility Management	2,394,973	2,394,973	2,360,906	(34,067)	-	Shortfall in admissions which were offset by savings in wages and advertising. Carryover is related to the transfer from the General Fund to complete the audience analysis and key messaging project.
Muse...	823,086	823,086	774,621	(24,000)	24,465	

Brown County
Financial Statement Results - Levy Funded Departments
Property Tax Levy (Over) Under Approved Amount
As of 12/31/2014 - Unaudited

Levy Funded Departments	Property Tax					(Over) / Under savings	Comments
	Annual 2014 Levy	Levy as of 12-31-14	Actual Need	Requested Carryover			
Health	1,971,571	1,971,571	1,660,898	-		310,673	Additional revenue received for lunch program inspections, immunizations, and car seat inspections. Savings in wages, medical costs, and rent. Carryover request for Health is already assigned in General Fund.
Park	859,924	859,924	858,563	-		1,361	Budget was monitored due to the shortfall of revenue expected to fund the Reforestation Park from the new Adventure Park. The Parks Department implemented expenditure reductions to help offset the negative impact, so the transfers were able to cover the activity.
Human Resources	1,632,829	1,632,829	1,223,736	(122,838)		286,255	Savings were recognized in casual payout transfers to departments. Additional savings were recognized due to position vacancies. Carryover relates to wage comparability study, lean projects, and training.
PALS	597,617	597,617	597,617	-		-	Savings in wages reduced the necessary transfer from LIO.
Register of Deeds	(750,783)	(750,783)	(583,493)	-		(167,290)	A shortfall of \$343,000 in revenue was recognized due to the decrease in the recording of real estate documents as well as copies sold. This shortfall was partially offset by a \$117,000 reimbursement for redaction fees and additional operational savings.
Sheriff	28,028,908	28,028,908	27,596,986	(118,250)		313,672	Savings recognized in WRS and Health insurance, but were partially offset by required overtime at the Jail. Revenue for huber and electronic monitoring trended higher than expected. Carryover is for electronic record storage equipment.
Treasurer	(1,775,128)	(1,775,128)	(1,947,086)	-		171,958	Positive variance due interest earned on past due taxes. Savings recognized in wages and in personal property tax refunds.
UW Extension	396,210	396,210	395,227	-		983	
Veterans Service	362,980	362,980	318,312	(27,560)		17,108	Unanticipated grants received from Walmart (\$25,000) and Desert Veterans (\$6,000). Carryover is for unspent proceeds from donations.
GF Excluding Gen Govt						1,053,389	

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Brown County
Financial Statement Results - Levy Funded Departments
Property Tax Levy (Over) Under Approved Amount
As of 12/31/2014 - Unaudited

Levy Funded Departments	Property Tax					Comments
	Annual 2014 Levy	Levy as of 12-31-14	Actual Need	Requested Carryover	(Over) / Under savings	
General Government	(10,277,996)	(10,277,996)	(8,630,101)	-	(1,647,895)	Budgeted to utilize \$3.7 in fund balance, but Public Safety CAD and 911 not expected to start until 2015 and will be bonded.
General Fund Total	37,519,674	37,519,674	37,679,691	(434,489)	(594,506)	
Library	6,263,694	6,263,694	6,126,371	(137,323)	-	Funds will remain with Library. Savings recognized in personnel costs, repairs and maintenance, media purchases, and technology services chargebacks.
Community Programs	15,246,722	15,246,722	18,572,662	-	Not Available	Accruals have not been completed. Expected to be finalized by the end of March.
Community Treatment Center	2,597,267	2,597,267	4,076,498	-	(1,479,231)	Negative variance includes depreciation of \$785,480; remaining negative variance of \$693,751 is due to lower client count than budgeted at the CBRF.
Child Support	123,314	123,314	267,822	-	(144,508)	Funding allocations at the state level were not released to counties in time for inclusion in the 2014. Per state recommendations, the Child Support agency used previous years' allocations for estimation purposes. A shortfall was realized, once allocations were issued, due to changes in state incentive methodology as well as in matched funding level calculations.
Syble Hopp School	2,802,612	2,802,612	2,487,843	(314,769)	-	Funds will remain with Syble Hopp. Savings were recognized in personnel and health insurance.
County Roads and Bridges	180,000	180,000	(117,569)	(297,569)	-	Due to harsh winter, winter maintenance is overspent; but was offset by savings in summer and traffic control maintenance. Funds remain in County Roads and Bridges.
Debt Services	13,913,487	13,913,487	13,826,548	(86,939)	-	Recognized premium on bonds issued. Funds remain in Debt Service.
2014 Highway Projects	1,458,000	1,458,000	134,144	(1,323,856)	-	Funds will remain with CIP until completion of the projects.
Aging Resource Center	753,639	753,592	495,422	(258,170)	-	Full amount of levy is transferred to ADRC and funds remain in ADRC.
Grand Total	80,858,409	80,858,362	83,549,432	(2,853,115)	(2,218,245)	

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Time & Attendance

	Start	Targeted Completion	
Public Safety	September 22, 2014	April 2015	Time Keeper
Sheriff Sworn Officers	April 2015	TBD	Time Keeper
Syble Hopp	TBD	TBD	Time Keeper
Public Safety	April 1, 2015	TBD	Advanced Scheduler Assessments/Implementations
Sheriff Jail	April 1, 2015	TBD	Advanced Scheduler Assessments/Implementations
Sheriff Patrol	April 1, 2015	TBD	Advanced Scheduler Assessments/Implementations
Process Manager Work Flow <ul style="list-style-type: none"> Automated Time Off Requests K-mail 	After Advanced Scheduler		Enhancements

Financial Systems

	Remaining	Start	Targeted Completion	
FMB-Revenue Collection/Misc. Billing	75% compl	June 2013	March 31, 2015	
Non Interface Departments	1	TBD	TBD	Still planned for 2015 – dependent on Treasurers decision on resources
Interface Departments	7	January 2016	TBD	Will be absorbed into TS Operations for 2016
FME-Contracts		August 25, 2014	August 29, 2014	Assessment of Need Only
HRE-Personnel Actions		February 16, 2015	May 27, 2015	Waiting on HR for scheduling
HRE-Employee Event Tracking		February 16, 2015	May 27, 2015	Waiting on HR for scheduling
FME-Contracts		June 9, 2015	Sept 30, 2015	
HRE-Open Enrollments		June 9, 2015	Sept 30, 2015	Third Party Interfaces
FME-Grant Management		October 1, 2015	December 31, 2015	Determined by the availability of Finance resources
FME-Project Accounting		October 1, 2015	December 31, 2015	Determined by the availability of Finance resources

FMB – Financial Management Base Module

FME – Financial Management Enhancement Module

HRB – Human Resource Base Module

HRE – Human Resource Enhancement Module

Base – Foundational module for the processing of transactions

Enhancement – Builds upon the Base module for additional functionality

Updated March 13, 2015

DEPARTMENT OF ADMINISTRATION

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DIRECTOR

April 13, 2015

Committee Date:
April 23, 2015

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: April Director's Report

I. Risk & Purchasing Department

Claims/Events: Nine (9) events were recorded. Three of the events relate to falls at the airport, and a damaged vehicle in long-term parking. Two other events included an inmate claiming deliberately indifferent to his medical needs, and a visitor falling off a stool at the jail. The visitor submitted a claim. There also a trip and fall at the library and the state surveyor fell off a ladder at CTC. Another event alleges vehicle damage from snow/ice being plowed onto Ashland Avenue from the Highway 172 overpass.

In addition to the claim filed by the Jail visitor, three other claims were filed. One claim related to property damage caused by Sheriff's personnel during a welfare check. A claim was also filed for a breach of contract. A former employee filed a claim alleging age discrimination and retaliation.

PCI Compliance: The procedures for handling credit card transactions were updated for the Airport and Health departments to be in compliance with the requirements for Payment Card Industry Data Security Standards (PCI DSS), Version 3. Annual PCI training was sent to Airport and Health department staff handling credit card information. The Airport and Health Department's annual Attestation of Compliance expires in April. The Attestation of Compliance was completed for the Community Treatment Center.

II. Finance Department

2015 Bonding: There will be a Moody's Bond Rating Call for the \$7,575,000.00 issuance approved by the County Board on April 15th. The County currently holds an Aaa rating.

2014 Budget: Auditors will be on-site the weeks of May 4th and May 11th to review.

2016 Budget: Consultant for the cost allocation plan will be on-site April 23rd and 24th. A draft of the cost allocation report should be completed by the end of May. Currently Technology Service and Human Resources are working on their preliminary budget numbers that are used to build all other departments budgets. In addition, Capital Improvement Plan (CIP) forms and the Internal Service Budget packets will be distributed in early May.

III. Logos & Kronos Project Implementation Update

Financial Systems: Revenue Collections for Planning and Land will be implemented by the Treasurer's Office starting in September 2015. The remaining interfaces will resume in 2016. The TS project resources will be allocated to Kronos Advanced Scheduling needs for Public Safety Communications and Sheriff.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive